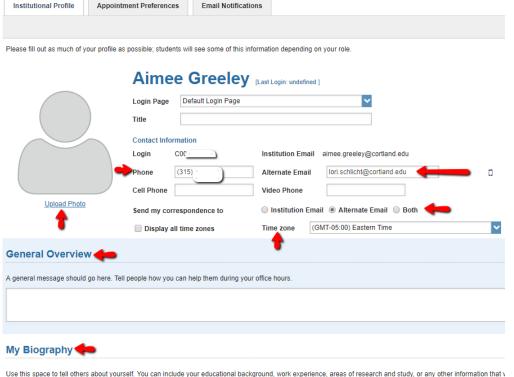
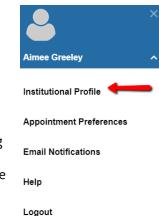
Setup your Institutional Profile

Some of your profile will automatically populate with directory information from Banner.

1. Click on your name in the Top Navigation bar and select the **Institutional Profile** tab (you might have to select the 3 horizontal lines to get to your name first).



2. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo, or placeholder, to upload a photo. Browse a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.



- 3. Edit your **Phone** (if needed) and add an Alternate Email address (if you wish) to have Starfish send email to an address other than your institutional email. We prefer you use your Cortland email account.
- 4. Confirm the **Time Zone** selected matches your time zone. This will be used when including appointment times in emails from Starfish.
- 5. Add information to the **General Overview** and **My Biography** sections to let students know a bit more about you. This information will appear to students who can make appointments with you in Starfish.
- 6. Click the **Submit** button to save your changes.

Notes:

You may find the following Starfish Two Minute video tip on building your profile helpful: https://www.youtube.com/watch?v=_a6WoFiM2l4&feature=youtu.be

You can access all the Two Minute video tips from the Starfish YouTube Video channel titled: Starfish: Two-Minute Tips

https://www.youtube.com/playlist?list=PLrISg2rzQL5bIWqr07FVdPbOZ_Gir_HCx