

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).

Institutional Profile Appointment Preferences Email Notifications

Please fill out as much of your profile as possible; students will see some of this information depending on your role.

Aimee Greeley [Last Login: undefined]

Login Page Default Login Page

Title

Contact Information

Login C00 Institution Email aimee.greeley@cortland.edu

Phone (315) Alternate Email lori.schlicht@cortland.edu

Cell Phone Video Phone

Send my correspondence to

Display all time zones

Institution Email Alternate Email Both

Time zone (GMT-05:00) Eastern Time

[Upload Photo](#)

General Overview

A general message should go here. Tell people how you can help them during your office hours.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that v

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.



Institutional Profile

Appointment Preferences

Email Notifications

Help

Logout