

Setup your Institutional Profile

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



Much of your contact information will have self-populated from SUNY Cortland's Directory.

[Upload Photo](#)

Make sure to add your cell number and request a weekly status update about your success network!

Contact Information

Login C00

Institution Email @cortland.edu

Alternate Email

All notifications will be sent to your institution email address.

Email Preference Also send notifications to my alternate email address

Phone

Cell Phone

Video Phone

Time zone (GMT-05:00) Eastern Time

Display all time zones

Weekly Updates

Send me a weekly status update about My Success Network

Reminder Preferences

Email me 15 minutes before the start of an appointment

Email me at 9:00 am the day of an appointment

2. Edit your **Phone** (if needed) and add your cell number. System notifications are sent to your institution email so you can add an Alternate Email address if you wish to receive notifications there.

3. Confirm the **Time Zone** selected matches your time zone. This will be used when making appointment with your advisor or instructors in Starfish.

4. Click the **Submit** button to save your changes.