



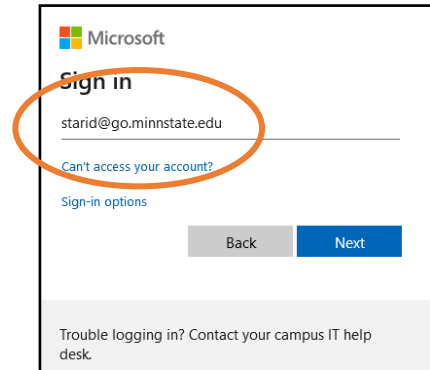
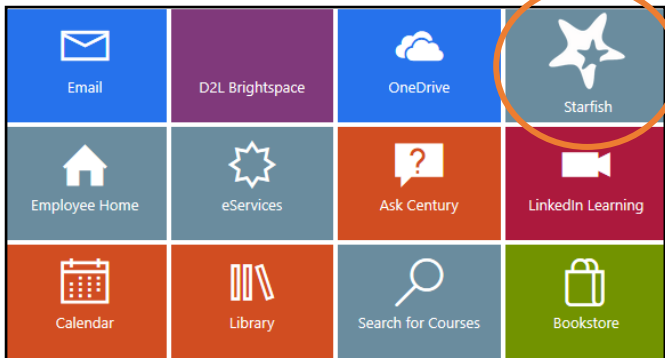
Student Guide - Getting Started with Starfish

Spring 2020

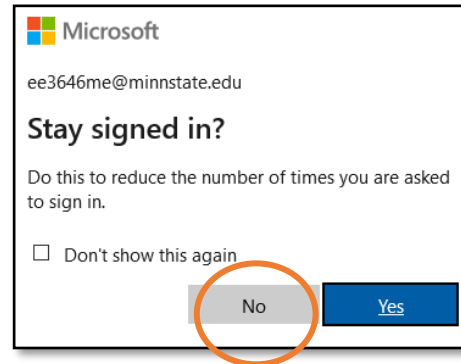
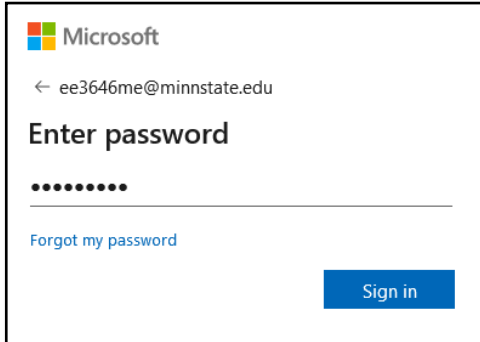
Welcome to Starfish at Century College!

Starfish provides you with a central location to connect to faculty, advisors and support services that can help you finish what you start. Follow the easy steps below to get started.

1. Login to myCentury and click on the Starfish tile. Sign into Microsoft with starid@go.minnstate.edu.



2. Enter your password. On the next screen click "No" when asked to save your password.

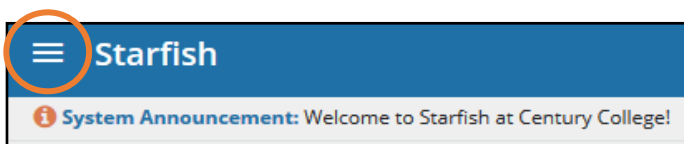


3. Congratulations! You are now logged into Starfish!

Set up Your Student Profile:

Begin by setting up your student profile. Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails from Starfish.

1. Open the navigation menu, click your name, and then **Profile**. From here, you can customize your profile for receiving Starfish emails.



2. **Sign up for text reminders from Starfish:** We strongly encourage you to allow Starfish to send email reminders as texts to your mobile phone. **Add information in 'Alternate Email' following these directions:**

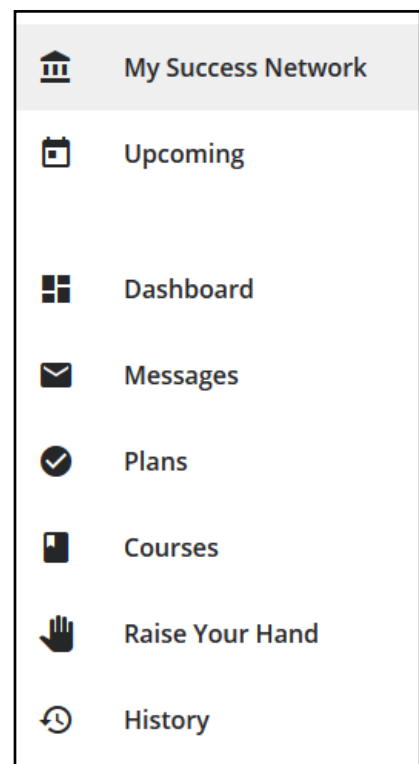
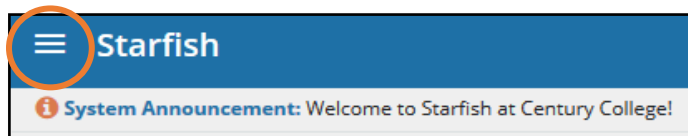
- Enter the **email address** of your mobile phone in the **Alternate Email** field. This address will be a combination of your phone number plus carrier information. Click the more information icon (ⓘ) for a list of common carriers and email address formats.
- Check the **Also send notifications to my alternate email address box.**
- Once you have made your desired changes to your profile, click the **Submit** button to save your updates.

The screenshot shows a profile update form with the following sections:

- Contact Information:** Login, Institution Email, **Alternate Email** (circled in orange).
- Email Preference:** **Also send notifications to my alternate email address** (circled in orange).
- Phone:** [Field]
- Cell Phone:** [Field]
- Video Phone:** [Field]
- Time zone:** (GMT-06:00) Central Time, Display all time zones
- Weekly Updates:** Send me a weekly status update about My Success Network
- Reminder Preferences:**
 - Email me [60] minutes before the start of an appointment
 - Email me at [5:00 pm] [the day before] an appointment

Starfish Navigation Overview:

Starfish offers you many options to easily track your progress at Century College. Open the navigation menu.

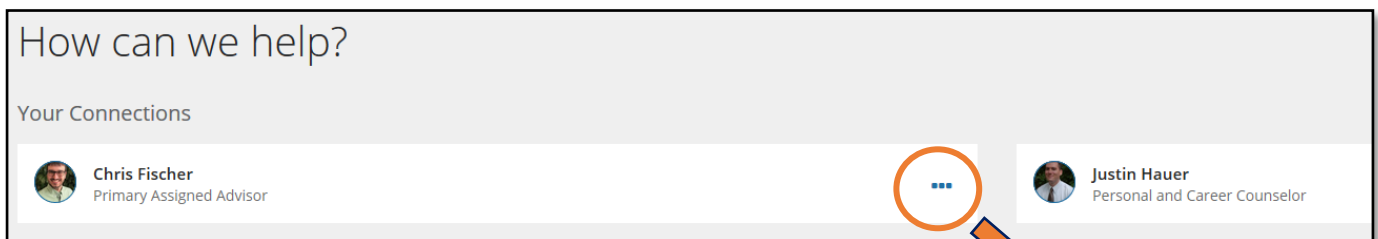


- **My Student Success Network:** This is where you can view both faculty, advisors, counselors and Century support services that are available to help you succeed. For each person or service listed, you will find contact information, supporting websites and if online scheduling is available.
- **Upcoming:** View future appointments.
- **Dashboard:** Use your personalized dashboard to stay on top of upcoming appointments and recommendations from your instructors.
- **Messages:** Review any messages sent to you in Starfish.
- **Plans:** Not currently used.
- **Courses:** Lists current and past courses you were enrolled in.
- **Raise Your Hand:** Not currently used.

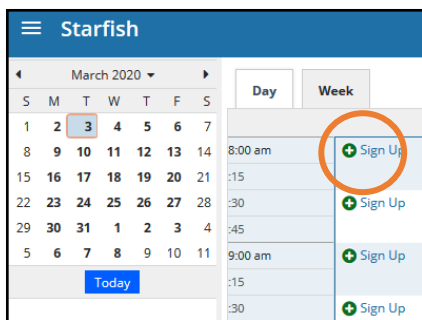
Make an Appointment:

All enrolled Century students are assigned both an Academic Advisor and Personal and Career Counselor. You can find your advisor/counselor by clicking on **My Success Network**.

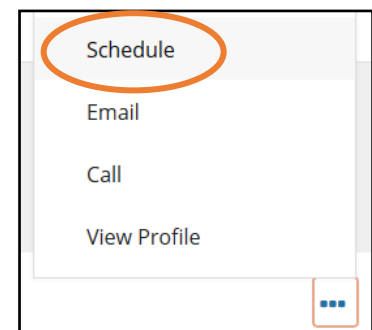
- Your Academic Advisor can help with:
 - Building an academic plan and selecting classes
 - Transfer planning
 - Questions about add/drop/withdraw
- Your Personal and Career Counselor can help with:
 - Career/major exploration
 - Personal concerns (stress, time management, anxiety, etc.)



1. From the **My Success Network** page click on the **⋮** next to your assigned advisor/counselor's name.
2. Click on **Schedule**.
3. Using the calendar, find an available date and time that works best for you. Then click on the **Sign Up** link.



4. Select the **Reason** for the appointment.
5. Select where you would like the appointment; on campus or by phone.
6. Include an explanation of what you need so that your advisor/counselor can be prepared for the meeting.
7. Click **Submit** to set the appointment. You will get an email with appointment details and confirmation. The appointment will be listed on your Dashboard.



Add Appointment

Never Mind Submit

With Fischer, Chris

* Reason [dropdown]

Course No Course

Select a reason in order to complete the following fields:

When 11:00 am 03-03-2020

* Duration [dropdown]


* Where [dropdown]

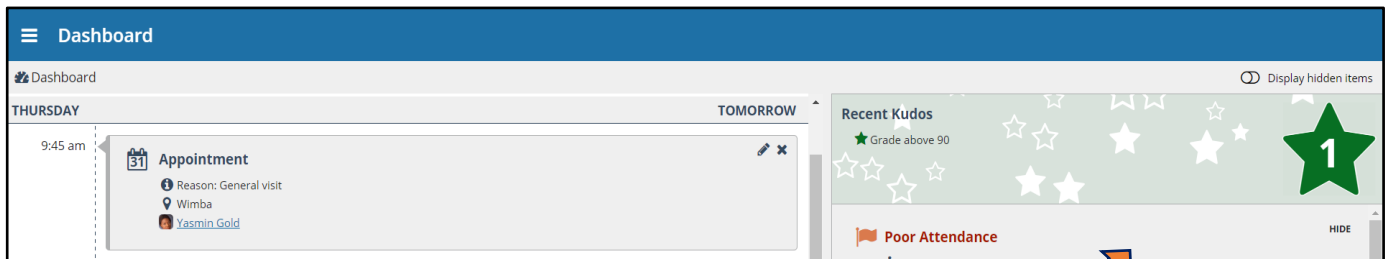
Instructions Helpful things to do to prepare for your appointment: 1. Review your Degree Audit (<https://www.century.edu/support-services/academic-advising/degree-audit-portal>) 2. Consider courses you'd like take and your long-term career and educational goals 3. Make a list of questions

Details Explain in detail what you are looking to accomplish in this appointment.

* Required fields Never Mind Submit

Change an Appointment:

On the **Dashboard** tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration. You can cancel the appointment by clicking  and selecting **Cancel appointment**.



Century College Early Alert System:

At any point in the semester, instructors can raise alert flags, recommended referrals to campus support offices and send congratulatory kudos to provide students with feedback. The right-hand column of your **Dashboard** highlights items that require your attention and may include alerts, kudos or referrals from your instructors.

If an email was sent to you related to any of these items, you will find the content of the message by clicking on **Messages** in your navigation bar.

Starfish Frequently Asked Questions

1. What if I don't see anyone listed in My Success Network?
 - *Your specific advisor or counselor might not be assigned yet. Check back later or contact the Advising and Counseling Center at 651-779-3285 for assistance.*
2. What if I receive an early alert flag from one of my instructors?
 - *Contact your instructor to discuss the alert right away. Your instructors care about your success in their class and want to talk with you. You can email, post a message on D2L, or stop by during their office hours.*
3. What if I click the Starfish link and get a "You do not have access" message?
 - *Contact the Century College student help desk at 651-779-3295 for assistance with logging into Starfish.*