Starfish for Peer Leaders: Homepage & Profile

Starfish Homepage

The homepage (see image 1) shows your dashboard, which shows the upcoming appointments, recent changes, tracking items, and services to which you are connected. The Menu Icon in the top left corner includes links to additional Starfish functions. If you have taken classes at UC, you will see additional menu items on the left navigation bar.

Updating Your Profile

Updating your profile, appointment, and email preferences is the first step all users should take in Starfish, even if you have no plans to use other Starfish functions. This information will be used by students to help them contact you by your preferred method, and will allow you to limit the email you receive from Starfish.
Institutional Profile

Your basic profile information is imported from Blackboard. This information can be supplemented with a photo, additional email address, and telephone numbers. Use this area to share basic biographical and contact details. Students will be able to see this information.

1. Click the menu icon in the top left corner.
2. Click your name.
3. Select Institutional Profile.
4. Add additional contact information.
5. Select the Time Zone.
6. Add information to the General Overview and the My Biography sections.
7. Click Submit.

Email Notifications

By default, Starfish will send you email notifications about appointments and tracking items (advisors only). You can change your notification settings here.

1. Click the menu icon in the top left corner.
2. Click your name.
3. Select Email Notifications.
4. Under Summary Emails, select “Daily at” and then your time preference. This will allow you to get a summary email daily on all tracking items for your students.
5. Click the Submit button at the top or bottom of the page to save your updates.

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