Student Guide:
Setting up My Profile

Why should I set up my profile?

Setting up your profile allows you to customize the notifications you receive from Starfish. You can receive email notifications and/or text messages. It also provides updated contact information to faculty and advisors.

How do I set up my profile?

1. Go to canopy.uc.edu and log-in with your UC username and password.
2. Under Tools on the left-side of the page, click Starfish.
3. Click on your name in the upper right corner. This will take you to your personal folder.
4. Upload a photo to help the person you are meeting with put a face with your name.
5. Institutional Email will be prefilled with the email set-up in Blackboard. If this is incorrect, please update your email in Blackboard.
6. Add an alternate email to sign up for Text Messages.
   a. Enter the email address for your mobile phone as indicated below for each provider. (e.g., 8885551212@txt.att.net)
   
      • AT&T: cellnumber@txt.att.net
      • Verizon: cellnumber@vtext.com
      • T-Mobile: cellnumber@tmomail.net
      • Sprint PCS: cellnumber@messaging.sprintpcs.com
      • Virgin Mobile: cellnumber@vmobl.com
      • US Cellular: cellnumber@email.uscc.net
      • Nextel: cellnumber@messaging.nextel.com
      • Boost: cellnumber@myboostmobile.com
      • Alltel: cellnumber@message.alltel.com

   b. Click Also send notifications to my alternate email address to activate text messages.
7. Update **Phone, Cell Phone, Video Phone** (if applicable), and **Time Zone**.
8. Make sure you are signed up for appointment reminders by filling out the time and day you would like to be reminded of your appointment.
9. Click **Submit**.