1). Click on the **Starfish app** within the eWeber portal

2). Click on the **‘hamburger’ menu** in the upper right-hand corner of the Starfish homepage

3). Click on **‘Students’**

4 - 6). Within the **‘My Students’** tab, click on the **‘Connection’** drop down menu to choose your current course and then the **‘Additional Filters’**
7. Click on ‘Attributes.’ Click the plus symbol (+) to add an attribute and use the drop-down menu to select an attribute.

8. To identify students not registered for fall, select **Enrolled in Persistence Term – Fall or Spring**.
   To identify students not registered for spring or summer, select **Enrolled in Persistence Term – Summer or Spring**.

9-10. Under values, select “Specific Value” and choose ‘No’ in the Specific Value. Finally, select ‘Submit’
11 - 12). You can then use the ‘Select all’ box to select all the students in the course who have not registered, yet. Then select the ‘Note’ option:

13 – 15). Finally, you can select the ‘Faculty Note’ option from the ‘Note Type’ drop down menu. Enter in your personalized email about registering for the upcoming semester, then select ‘Send copy of the note to student’ and finally, the ‘Submit’ button. The emails will be sent from your Weber email.