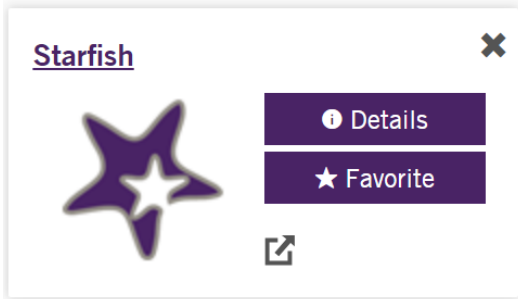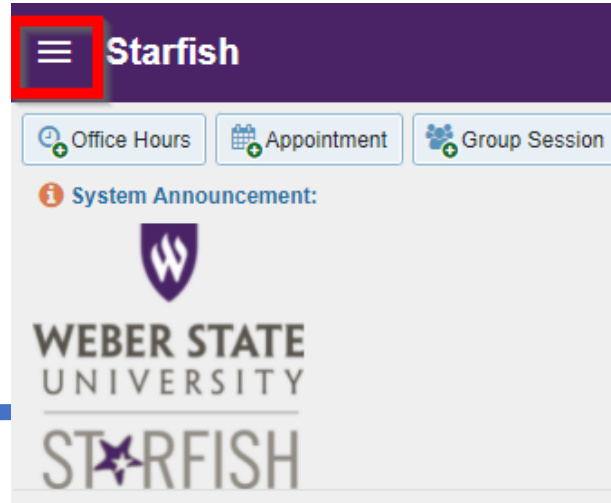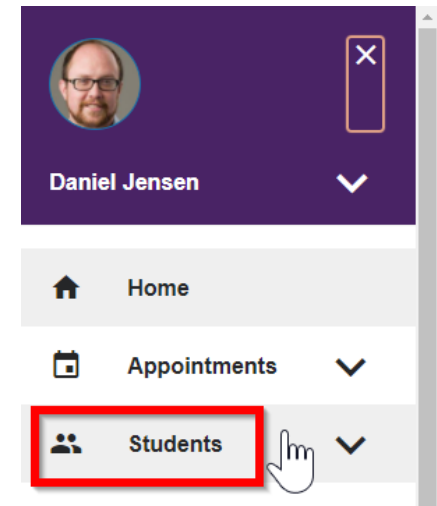1). Click on the **Starfish app** within the eWeber portal
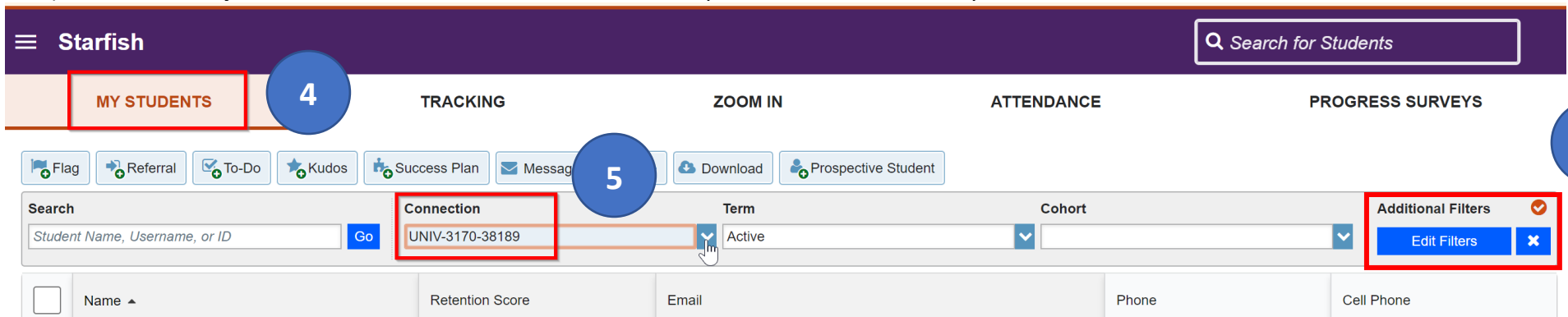

2). Click on the **'hamburger' menu** in the upper right-hand corner of the Starfish homepage

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.