



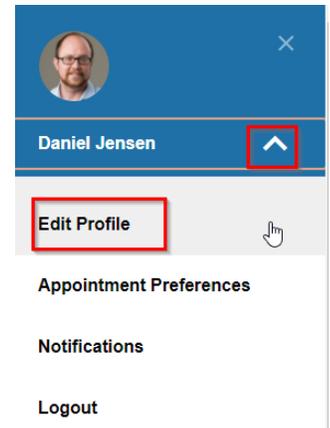
Setting up Your Starfish Profile – Faculty & Staff

You can enter information under your ‘Institutional Profile’ that will allow students to search for and contact you through Starfish. Some of your profile, such as your contact information, is imported from Banner, and you are able to update and enter additional information that details your specific interests.

1. Open the Starfish menu by clicking on the ‘Hamburger Menu’ in the top left corner of the page.
2. Click on the **arrow** next to your name to expand the menu.
3. Click on **Edit Profile**.
4. Help students put a face to your name by using the **Upload Photo** link beneath the placeholder to upload a photo.
5. Edit your **Profile Settings** and update your **Contact Information**, if desired, to have Starfish send email to an address other than your WSU email.

NOTE: If you are a student but also a WSU staff member, your **Institutional Email** will be your @mail.weber.edu student account. Add your faculty/staff @weber.edu as your **Alternate Email**. Then check the box to have messages sent to this “secondary” account. (This edit will ensure that Google calendar integration functions correctly if you utilize Starfish for office hours.)

6. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from Starfish.
7. Add information to the **My Biography** and **General Overview** sections to let students know a bit more about you. This information will appear to students who view your information in Starfish.
8. Click the **Save Changes** button to save your changes.



Contact Information

View and update contact information

Username	danieljensen3 🔒
Institution Email	danieljensen3@weber.edu 🔒
	<input checked="" type="checkbox"/> Send notifications to my institution email address Edit Notification Preferences
Alternate Email 📄	<input type="text"/>
	<input type="checkbox"/> Send notifications to my alternate email address Edit Notification Preferences
Phone	<input type="text" value="(801) 626-6752"/>
Cell Phone	<input type="text"/>
Video Phone	<input type="text"/>
Time Zone	(GMT-07:00) Mountain Time ▼
	<small>Time zone not listed?</small>
	<input type="checkbox"/> Display all time zones