

# Success Network Instructions

Powered by Starfish Solutions

## Set up your Profile, Appointment Preferences, & Email Notifications

If you have not already done so, click on one of the icons on the [Success Network website](#) to log in.



Once you log in, you will have three options:

- Make an Appointment
- Customize Your Profile
- Visit the Success Network

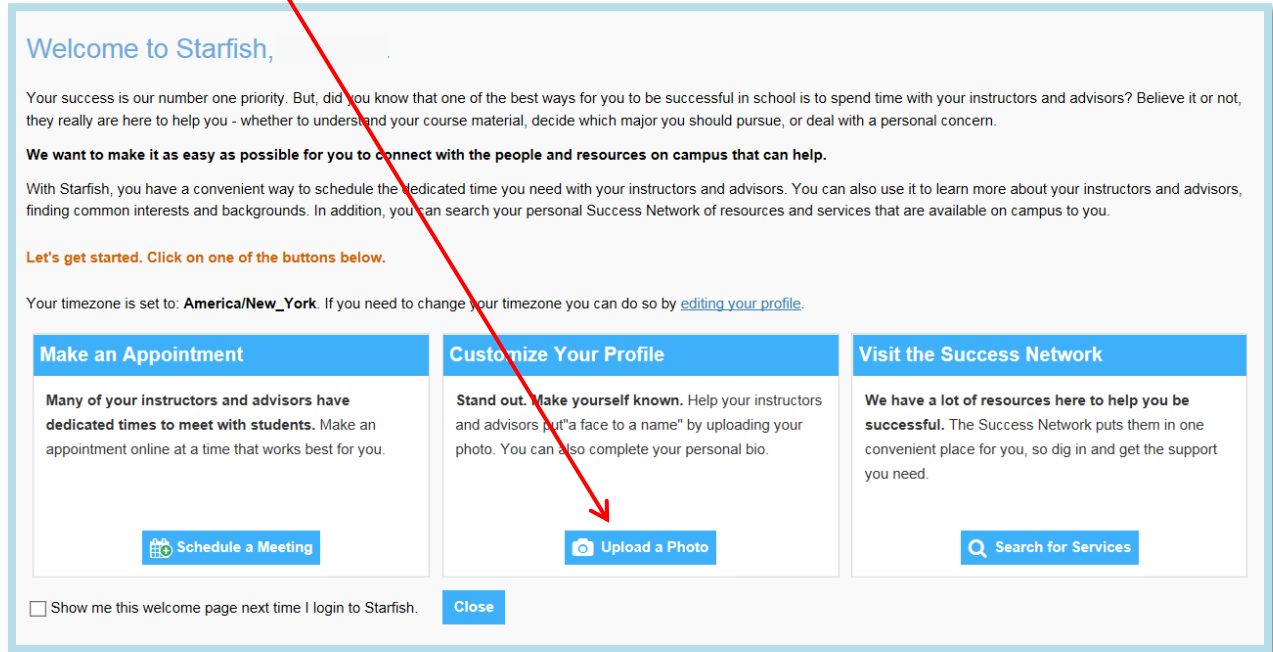
**Note:** Be sure to check this [box](#) if you would like to see this page every time you log to the system.

A screenshot of the Starfish welcome page. At the top, it says 'Welcome to Starfish,'. Below this is a paragraph of text: 'Your success is our number one priority. But, did you know that one of the best ways for you to be successful in school is to spend time with your instructors and advisors? Believe it or not, they really are here to help you - whether to understand your course material, decide which major you should pursue, or deal with a personal concern.' This is followed by a bolded statement: 'We want to make it as easy as possible for you to connect with the people and resources on campus that can help.' Another paragraph follows: 'With Starfish, you have a convenient way to schedule the dedicated time you need with your instructors and advisors. You can also use it to learn more about your instructors and advisors, finding common interests and backgrounds. In addition, you can search your personal Success Network of resources and services that are available on campus to you.' Below this is a line of text: 'Let's get started. Click on one of the buttons below.' Then, 'Your timezone is set to: America/New\_York. If you need to change your timezone you can do so by [editing your profile](#).' The main content area consists of three blue-bordered boxes. The first box is titled 'Make an Appointment' and contains the text: 'Many of your instructors and advisors have dedicated times to meet with students. Make an appointment online at a time that works best for you.' It has a blue button with a calendar icon and the text 'Schedule a Meeting'. The second box is titled 'Customize Your Profile' and contains the text: 'Stand out. Make yourself known. Help your instructors and advisors put "a face to a name" by uploading your photo. You can also complete your personal bio.' It has a blue button with a camera icon and the text 'Upload a Photo'. The third box is titled 'Visit the Success Network' and contains the text: 'We have a lot of resources here to help you be successful. The Success Network puts them in one convenient place for you, so dig in and get the support you need.' It has a blue button with a magnifying glass icon and the text 'Search for Services'. At the bottom left of the page, there is a checkbox labeled 'Show me this welcome page next time I login to Starfish.' and a blue 'Close' button. A red arrow points from the 'Note' above to this checkbox.

## Student Profile - Your profile lets advisors know who you are and how to contact you.

### 1. You can either:

- Click **Upload a Photo** to create your profile (you will not be able to edit your picture)



Welcome to Starfish,

Your success is our number one priority. But, did you know that one of the best ways for you to be successful in school is to spend time with your instructors and advisors? Believe it or not, they really are here to help you - whether to understand your course material, decide which major you should pursue, or deal with a personal concern.

**We want to make it as easy as possible for you to connect with the people and resources on campus that can help.**

With Starfish, you have a convenient way to schedule the dedicated time you need with your instructors and advisors. You can also use it to learn more about your instructors and advisors, finding common interests and backgrounds. In addition, you can search your personal Success Network of resources and services that are available on campus to you.

Let's get started. Click on one of the buttons below.

Your timezone is set to: **America/New\_York**. If you need to change your timezone you can do so by [editing your profile](#).

#### Make an Appointment

Many of your instructors and advisors have dedicated times to meet with students. Make an appointment online at a time that works best for you.

[Schedule a Meeting](#)

#### Customize Your Profile

Stand out. **Make yourself known.** Help your instructors and advisors put "a face to a name" by uploading your photo. You can also complete your personal bio.

[Upload a Photo](#)

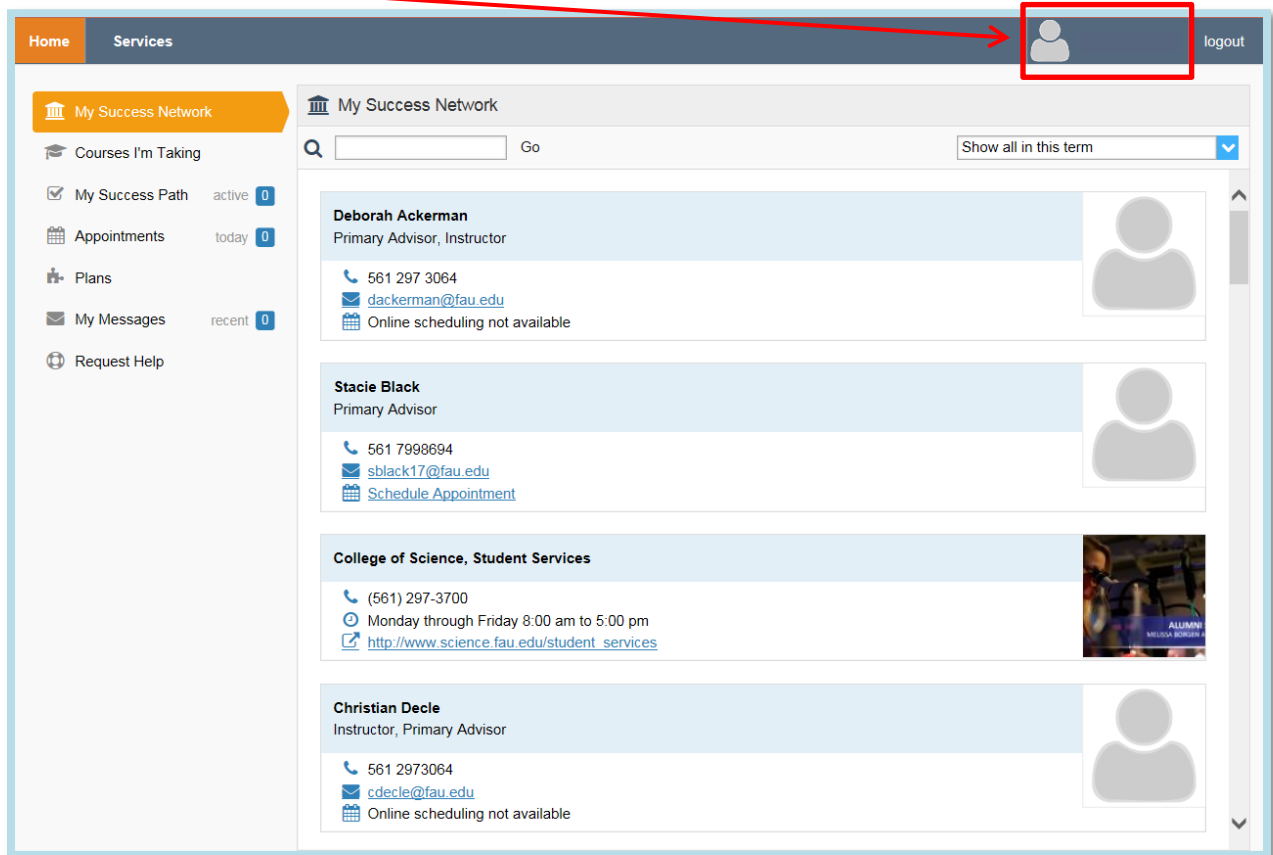
#### Visit the Success Network

We have a lot of resources here to help you be successful. The Success Network puts them in one convenient place for you, so dig in and get the support you need.

[Search for Services](#)

Show me this welcome page next time I login to Starfish. [Close](#)

- Or click your **Name** in the Top Navigation bar.



Home Services

My Success Network

Courses I'm Taking

My Success Path active 0

Appointments today 0

Plans

My Messages recent 0

Request Help

My Success Network

Go Show all in this term

**Deborah Ackerman**  
Primary Advisor, Instructor

561 297 3064  
[dackerman@fau.edu](mailto:dackerman@fau.edu)  
Online scheduling not available

**Stacie Black**  
Primary Advisor

561 7998694  
[sblack17@fau.edu](mailto:sblack17@fau.edu)  
[Schedule Appointment](#)

**College of Science, Student Services**

(561) 297-3700  
Monday through Friday 8:00 am to 5:00 pm  
[http://www.science.fau.edu/student\\_services](http://www.science.fau.edu/student_services)

**Christian Decle**  
Instructor, Primary Advisor

561 2973064  
[cdecle@fau.edu](mailto:cdecle@fau.edu)  
Online scheduling not available

2. Edit your **Contact Information**

- Please have your correspondence sent to your FAU email only

3. Update the following information:

- Weekly Updates
- Reminder Preferences (this will send you reminders about upcoming appointments)

The screenshot shows a user profile update form. On the left is a placeholder for a profile picture with an "Upload Photo" link. The main form is titled "Contact Information" and includes fields for "Login", "Institution Email", "Phone", "Alternate Email", "Cell Phone", and "Video Phone". There are radio buttons for "Send my correspondence to" (Institution Email, Alternate Email, Both) and a "Time zone" dropdown menu. Below this is a "Weekly Updates" section with a checked checkbox for "Send me a weekly status update about My Success Network". The "Reminder Preferences" section has a checkbox for "Email me" (unchecked) and another for "Email me at" (checked) with a time and day selection. At the bottom right, there are two buttons: "Never Mind" and "Submit", with the "Submit" button highlighted by a red box and a red arrow pointing to it from the text below.

4. Click the **Submit** button to save your updates.