STARFISH GUIDE: Setting up your Profile, Appointment Preferences (including Calendar Managers), and Email Notifications in Starfish Connect

1. Log in to Starfish: [https://uccs.starfishsolutions.com/starfish-ops](https://uccs.starfishsolutions.com/starfish-ops)

2. Click on the bar icon in the upper left-hand corner. Then click on the arrow next to your name.

3. Click on the **Institution Profile** link and update as needed. Be sure to click the **Submit** button when done to save any changes. It should read “Your data has been changed”.

4. Click on the **Appointment Preferences** tab at the top.
   - Update the **Basics** section to reflect your minimum appointment length and how far in advance you wish for students to schedule an appointment with you. *Recommendation: Keep minimum appointment length set to 15 minutes.*
   - Add **Locations** that students may meet with you. *You will select a specific location when you set up the office hour in Starfish.*
   - Add **Calendar Manager.** Calendar Managers must have a Starfish role. If you are trying to add a Calendar Manager and they are not showing up in the search, please contact Ellen Burkart at (719-255-7551, eburkart@uccs.edu) to create a role for this person. Calendar Managers can add appointment blocks, schedule appointments, or edit/cancel appointments on your behalf. *Be sure to click the **Submit** button when done to save any changes.*

5. Click on the **Email Notifications** tab.
   - For **Appointment Notifications** decide if you would like a planning reminder or alerts and set to your preference.
     - If you wish for Starfish appointments to sync with your Outlook or Microsoft 365 you must check both the [change to my appointments] and [change to my Office Hours/Group Sessions] boxes.
     - **Summary Emails** and **Tracking Item Notifications** determine how frequently you wish to receive flag and appointment related emails from Starfish. If you do not wish to receive emails from Starfish, unselect all boxes under **Summary Emails** and **Tracking Item Notifications**. *Be sure to click the **Submit** button when done to save any changes.*

*If you would like Outlook to sync with Starfish, please see How to set up Outlook to Starfish Integration.*
STARFISH GUIDE: Setting up office hour blocks in Starfish Connect

1. Log in to Starfish: [https://uccs.starfishsolutions.com/starfish-ops](https://uccs.starfishsolutions.com/starfish-ops)

2. Click on the bar icon in the upper left-hand corner and select Appointments.

3. Click on the Office Hours button and complete the Add Office Hours form:

   - **Calendar:** If you are a calendar manager, confirm you are creating office hours for the right person.
   - **What day(s):** You may select a one-time office hour or recurring office hours.
   - **Appointment Types:** Place a checkmark in the box to the left of the appointment type. **Applicable only if you have multiple appointment types (roles) in Starfish.**

4. Check your **UCCS email** and accept the **iCal** to sync the Starfish time blocks with your Outlook or Microsoft 365 calendar.
STARFISH GUIDE: Scheduling, Modifying, and Canceling Appointments

Scheduling an Appointment

Student Self-Scheduling:

Once office hour blocks have been set up in Starfish, students can self-schedule. Students self-schedule by logging in to Starfish (https://uccs.starfishsolutions.com/starfish-ops), clicking on the bars in the upper left-hand corner of their screen, clicking on My Success Network, selecting the person they would like to meet with and then clicking Schedule Appointment (*this option is only available if the person or office has an available appointment).

Scheduling on behalf of the student:

To schedule a student to meet with you or someone else (if you are a calendar manager), log in to Starfish (https://uccs.starfishsolutions.com/starfish-ops), click the bars in the upper left-hand corner of your screen, and select Appointments.

If you've already set up office hours and have time blocked for appointments, click the icon that corresponds to the specific time you would like to schedule the student. Complete the Add Appointment form.

If you haven't set up office hours click the button and complete the Add Appointment form.

*Once you click Submit, an iCal email will go out to both you and the student. To sync with your Outlook or Microsoft 365 calendar, you must accept the iCal.
Modifying (Editing) or Canceling an Appointment

Appointment date/time unknown

If you don’t know the date of the appointment you are needing to modify, following these steps:

Search for the student by typing the student’s name or student ID number in the Search for Students bar.

Click on the student to select their file.

Click on Meetings. This will show you the date of the appointment you are needing to modify. Once you know the date/time of the meeting you are wishing to modify and who the meeting is with, click the ✗ to close this window. This will take you back to the schedule screen.

Appointment date/time/advisor known

Once you know the date/time of the appointment you wish to modify and who the appointment is with, locate the appointment on the Starfish calendar and hover over the calendar 📅 icon next to the student’s name to pull up the appointment details card.

To edit, click the Edit button, make the modifications, then click Submit.

To cancel, click the Cancel button. Be sure to write a note explaining why you are canceling the meeting and how the student can reschedule. Recommendation to include: You may reschedule your appointment by logging into Starfish, clicking the bars in the upper left-hand corner of the screen, clicking on My Success Network, and clicking on Schedule Appointment with the person you’d like to meet with. (Starfish URL: https://uccs.starfishsolutions.com/starfish-ops)

Questions about Starfish Connect?

Contact Ellen Burkart at 719-255-7551 or eburkart@uccs.edu.