



Starfish | Student Success Platform

SUNY NEW PALTZ

Close To-Do's as a Student

First Year Plan for Success

Welcome to Starfish® @ SUNY New Paltz!

Starfish is an easy-to-use tool that gives you the opportunity to connect with SUNY New Paltz on another level and help improve your success. Getting started is easy!

Log in Directions:

1. Sign in to my.newpaltz.edu
2. Click the “Starfish” Link (left-hand column)
3. If you are asked for log-in credentials, use your my.newpaltz.edu login information

How to Close To-Do's


Your First Year Plan for Success is your individualized road map to achieving success as you navigate the orientation process and your first semester as a New Paltz student. The plan is broken down into **To-Do** items which you can follow as you make your way through your first semester. Some **To-Do** items will be closed by your advisor and others can be closed by **YOU!**

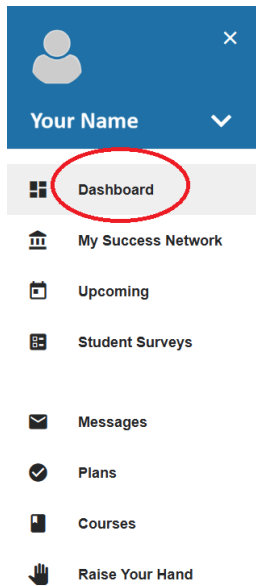
To-Do Items YOU can Close in Your First Year Plan for Success:

- **Send official reports of AP, IB and/or College level courses**
- **Take ALEKS Assessment**
- **Complete "About You" Survey**
- **Complete the Brightspace Advising & Registration Module**
- **Review and complete your my.newpaltz.edu Semester Checklist to confirm you are ready for the upcoming semester**

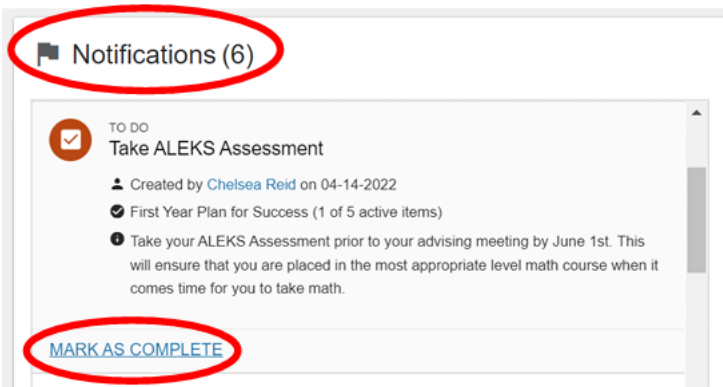
As you complete the to-do items above, you can “check them off your list” and close the items in Starfish.

Follow these steps to access and close the to-do items:

1. Click the **menu** icon 
2. From the **menu**, click **Dashboard**



3. Find the **Notifications** section
4. Scroll to the to-do item you wish to close (make sure you have completed the to-do before closing it). Click **Mark as Complete**



5. A box will pop up. Select the option that applies to you:
- I completed this item!**
 - I don't need to do this item.**
 - If you do not feel that either of the option apply to you, you can use the **Raise Your Hand** feature and ask for help. Support staff will be in touch to assist you if this option is selected.
 - d.

6. Make sure to use the **Submit** button once complete

A screenshot of a 'Mark Item Complete' dialog box. It contains a summary of the task: 'Take ALEKS Assessment', created by 'Chelsea Reid' on '04-14-2022', with a 'First Year Plan for Success' goal. Below this, it asks 'Mark item complete because:'. There are two radio button options: 'I completed this item!' (which is selected) and 'I don't need to do this item.'. At the bottom, there is a link for 'Raise Your Hand' with the text 'Neither of these options feel right? We're here to help.' A red circle highlights the two radio button options.