

Profile Set-Up for Students

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

Setting Up your Starfish Profile

- 1. Click the menu icon 💻
- 2. From the menu, click the drop-down arrow next to your name



3. Click Edit Profile

Profile	
EDIT PROFILE	NOTIFICATIONS
Edit Profile	
Your Name Username Your Username Your Username Your @newpalt.c	idu email
Contact Information Some of your information is automatically updated by your institution and cannot be edited Pronouns	
Helps your staff connections know how to refer to you.	
Username A	
Institution Email Vour @newpait.edu email Hotócations wil always be sent to this email. Alternate Email: 0	
Send notifications to my alternate email address Edit Notification Preferences	

- 4. Upload a Profile Photo
- 5. View and update your Contact Information
 - Ensure that the correct Cell Phone number is listed so that we can reach you directly. If this is listed as your Parent's Cell Phone number, please update it to your own.
- 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. Click the Save Changes button
- 8. Click on the Notifications tab
- 9. Update your Notification settings to your preference
 - If you would like to receive email reminders for your appointments, check the box(s) next to "Remind me before the start" and/or "Remind me of the appointment"

Appointments Customize the timing of your appointment reminders.
Remind me <u>before the start</u> :
✓ Remind me of the appointment: 9:00 am ▼

10. Click the Save Changes button