



Starfish | Student Success Platform

SUNY NEW PALTZ

Updating Your Office Hour Locations

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Welcome to Starfish[®] at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to help improve student success and persistence.

Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works best when all members of our institution work together to address students' specific needs.

Getting started is easy!

Login Directions:

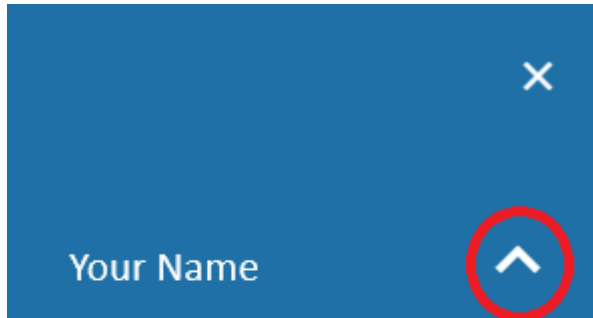
1. Sign in to my.newpaltz.edu
2. Click the "Starfish" link under "Resources" (left-hand column)

Starfish will automatically display all your assigned advisees and students enrolled in your courses. You can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

Updating Your Office Hour Locations

Updating Location Before Setting up Your Office Hours

1. Log into Starfish
2. Click the **menu** ☰ button
3. Click the arrow next to your name – from the drop-down menu, click **Appointment Preferences**



Edit Profile

Appointment Preferences ←

Notifications

Logout

4. Scroll to the **My Locations** section
5. Click “+ **Add Location**”
 - a. Complete **Location Type** and **Location Name** and click **Add Location** to finalize

A light gray box titled 'My Locations' with the subtitle 'Customize your appointment locations.' Below the subtitle is a green plus icon followed by the text '+ Add Location', which is pointed to by a red arrow. Below this is a table with two columns: 'Name' and 'Type'. The table is currently empty.

✖

Add Location

*Location Type

Select a Location Type ▼

*Location Name

Provide a Location Name

Location URL

Provide a Location URL

Instructions

Provide instructions to students for this location, if any.

100 characters max

ADD LOCATION

6. Or to edit your existing location:
- Click the **three dots** next to the location you wish to edit. From the menu that pops up, click **Edit**.

My Locations

Customize your appointment locations.

+ Add Location



Name	Type	
Office Location	Office	⋮

Online

Edit

Delete

- Update the information you see in the box that pops up to the correct location information and click **Edit Location** to finalize



Edit Location

***Location Type**

Office ▼

***Location Name**

Provide a Location Name

Location URL

Provide a Location URL

Instructions

Provide instructions to students for this location, if any.

100 characters max

EDIT LOCATION


7. Click **Save Changes** at the bottom of the page (don't forget this step)

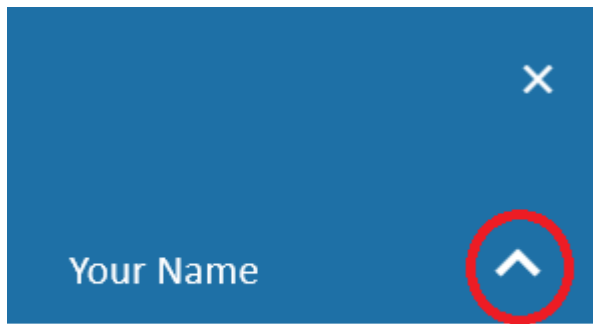
You are now ready to create your office hours with your updated office hour location(s).

Updating Location of Office Hours That Have Already Been Setup

(Note: This involves two easy parts)

PART ONE

1. Log into Starfish
2. Click the **menu**  button
3. Click the arrow next to your name – from the drop-down menu, click **Appointment Preferences**



Edit Profile

Appointment Preferences ←

Notifications

Logout

4. Scroll to the **My Locations** section
5. Click “+ **Add Location**”
 - a. Complete **Location Type** and **Location name** and click **Add Location** to finalize

My Locations

Customize your appointment locations.

+ Add Location ←

Name	Type

✕

Add Location

***Location Type**

Select a Location Type ▼

***Location Name**

Provide a Location Name

Location URL

Provide a Location URL

Instructions


Provide instructions to students for this location, if any.

100 characters max

ADD LOCATION

- Click **Save Changes** (don't forget this step)

PART TWO

- Click the **menu**  button
- Click **Appointments**
- From the Week tab, locate your office hour block(s)

Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard

Agenda Day Week

Time Scale 5 day 7 day 06-29-2025 to 07-05-2025

	Monday, June 30	Tuesday, July 01	Wednesday, July 02	Thursday, July 03	Friday, July 04
8:00 am					
15					
30					
45					
9:00 am					
15					
30					
45					
10:00 am					
15					
30					
45					
11:00 am					
15					
30					
45					
12:00 pm					
15					
30					
45					
1:00 pm					
15					
30					
45					
2:00 pm					

- Hover over the clock with your mouse. From the pop-up box that appears, click **Edit**

The screenshot shows a web interface with a sidebar on the left containing several '+ Sign Up' buttons. A modal window titled 'Office Hours' is open. At the top of the modal is a blue header with the title. Below the header, the modal is divided into two main sections. The left section contains a clock icon followed by the text '06-30-2025 at 10:00 am' and a location pin icon followed by the text 'Zoom'. The right section is titled 'Participants' and contains a large empty white box. At the bottom of the modal is a light gray bar with three buttons: 'Edit' (with a pencil icon), 'Cancel' (with an 'x' icon), and 'Walk-In' (with a green plus icon). A red arrow points to the 'Office Hours' tab at the top of the modal, and another red arrow points to the 'Edit' button.

5. Under the **Where?** section, you will see your new location
6. Un-check your old location and add a checkmark to your new location
7. Click **Submit**

Repeat this for additional office hour blocks you may have.