Harper College Student Getting Started Guide Starfish at Harper College



Welcome to Starfish!

Starfish gives faculty and counselors an opportunity to work together **to help you reach your academic goals**. You might see recommendations and tips for improvement displayed on your Starfish homepage or sent to you by email.

Setup Your Profile

Since your counselor and instructors will be communicating with you through Starfish, setting up your profile is very important. Your profile lets faculty and counselors know who you are and how to contact you. It also includes the email address for where you want to receive updates and reminders. Setting up your profile is very simple.

1. Login to the student portal, **MyHarper** at <u>https://my.harpercollege.edu/cp/home/loginf</u>.



2. Once in **MyHarper**, go to the **My Advising** tab and look for the **Project Success & Starfish** section on the right hand side. Select the **Starfish** link; this will take you directly into **Starfish**.



3. Once in Starfish, click the **My Profile** tab at the top. Please note, the first time you login you will see a Welcome page. Click **Close** to go to your Starfish homepage.

Home My Profile
Welcome to Starfish, Ryan.
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/Chicago. If you need to change your timezone you can do so by editing your profile.
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
Show me this welcome page next time I login to Starfish. Close

- 4. Upload a photo to put a face to your name.
 - a. Select the Upload Photo link.



b. Browse for a photo on your desktop (JPEG, GIF, etc.). Click the Upload Now button.

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- 5. Edit your contact information (email, phone) as needed.
 - a. Note your Institutional email. This is where your Starfish notifications will be sent.

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b. Enter your phone information.

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c. If you are a Facebook user, you may want to receive Starfish notifications in Facebook too. To receive Starfish notifications in Facebook, enter your Facebook Messages address in the Alternate email field. (Visit http://www.facebook.com/about/messages to sign up for Facebook messages.) After adding your Facebook address, select send my correspondence to both.

	Never Mind Submit
ormation in your profile is p	ivate and is only disclosed to people with whom you make appointments.
-	Ryan Testarfish [Last Login: 08-29-2011 11:13 am]
	Contact Information
	Login: r_testarfish Institution email: starfish@harpercollege.edu
	Phone: 017 555 5555 Alternate email: starfsh@harpercollege.edu
	Cell Phone: 630-555-5555 Send my correspondence to:
	Video Phone: O institution email O alternate email 🖉 both
load Photo	Time zone: (GMT-06:00) Central Time

- d. You will see a Mobile Users option. Unfortunately, Harper is not able to support Starfish notifications as text messages at this time.
- 6. To save the changes you have made to your profile, click the **Submit** button.



Please note if you choose to have notifications sent to an additional email or a Facebook address, you will need to check your SPAM Folder. It might be necessary to whitelist starfish@harpercollege.edu and notices@starfishsolutions.com.

Getting Connected on Campus

On your Starfish homepage, visit your **My Success Path** to find recommendations for improvement in your courses and referrals to campus support offices. You might receive email notifications for the items listed here as well. You may also view your **My Success Network** to contact your Project Success Counselor as well faculty members and tutoring resources available to you at any time.

Home				
 My Success Path	• Time View	Active	¥	
Immediate Attention Needed				
COMM - Welcome to Project Success		Hide		
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Frequently Asked Questions

What if I receive a Starfish notification from one of my instructors?

If an instructor raises a flag indicating concern about your progress in his/her class, you will need to meet with your counselor. If a specific counselor has not been assigned, you will receive notification of your counselor assignment within two business days. Please contact the Student Development Division Office if you have any questions about your counselor assignment.

What if I click the Starfish link and get a "You do not have access" message?

Contact the Student Service Desk at 847.925.6866 or studentsd@harpercollege.edu for assistance with accessing the Starfish system.



What if I need more help?

Questions regarding Starfish, email notifications, or counselor assignment should be directed to the Student Development Division Office in Building A, Room 379 at 847.925.6346 or starfish@harpercollege.edu.