

# Student Getting Started Guide

## Starfish EARLY ALERT™

### Welcome to Starfish!

Starfish provides you with one central location to find the people on campus who can help you succeed. You might also see recommendations and tips for improvement displayed on your Starfish homepage or sent to you by email. You can get to Starfish directly from the My Institution tab in Blackboard.

*That's it. Simple for you!!! Powerful for your future!!!!*

### >> Setup Your Profile

The first time you login you will see a Welcome page. Click Close to go to your Starfish homepage.

Your profile lets instructors and advisors know who you are and how to contact you. It also includes the email address for where you want to receive updates and reminders.

1. Login to Blackboard and click Starfish link under Tools.
2. Click the Profile link at the top.
3. 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, Click the Upload Now button).
4. Edit your contact information (email, phone) as needed.
5. Click the Save button.

### >> Frequently Asked Questions

*What if I don't see anyone listed in My Success Network?*

Your specific advisors or counselors might not be assigned yet. Check back later or contact your institution's help desk for additional assistance.

*What if I want emails going to somewhere other than my school email address?*

Click the Profile link at the top of the page to go to your profile. You can provide an email address you prefer to use instead of, or in addition to, your Drake email address.

### *What if I need more help?*

Contact the service desk at [helpdesk@drakestate.edu](mailto:helpdesk@drakestate.edu) or your program advisor.

