Setup your Institutional Profile

Some of your profile will automatically populate with directory information from Banner.

1. Click on your name in the Top Navigation bar and select the **Institutional Profile** tab (you might have to select the 3 horizontal lines to get to your name first).
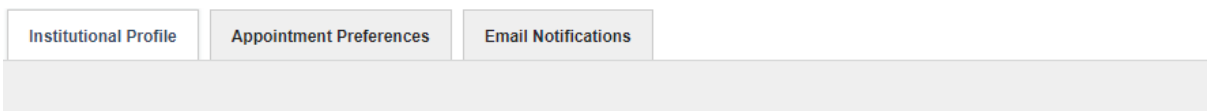

2. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo or placeholder to upload a photo. Browse a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

3. Edit your **Phone** (if needed) and (if you wish, you could add an Alternate Email address to have Starfish send email to an address other than your institutional email). We prefer you use your Cortland account.

4. 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.

5. Add information to the **General Overview** and **My Biography** sections to let students know a bit more about you. This information will appear to students who can make appointments with you in Starfish.

6. Click the **Submit** button to save your changes.

Notes:

You may find the following Starfish Two Minute video tip on building your profile helpful:
https://www.youtube.com/watch?v=_a6WoFiM2l4&feature=youtu.be

You can access all the Two Minute video tips from the Starfish YouTube Video channel titled: Starfish: Two-Minute Tips

https://www.youtube.com/playlist?list=PLrISg2rzQL5bIWqr07FVdPbOZ_Gir_HCx