OPEN STARFISH
- Log in at starfish.uncg.edu, or
- Click the Starfish button in iSpartan Apps & Tools, or
- Open Starfish from Canvas (Account→Profile→Starfish)

You will be required to enter your UNCG username and password

UPDATE PROFILE & PREFERENCES
- Click the icon to open your navigation menu
- Click on your name and update your profile
- Set your Reminder Preferences. Appointment reminders are strongly recommended
- Click Submit to save your changes

REVIEW YOUR SUCCESS NETWORK
- In your navigation menu, select My Success Network (screenshots provided below)
- Your Connections are the individuals who support you at UNCG—this includes course instructors, academic advisors, and program coordinators
- Use the (…) to view the actions you can take with your connections, including emailing, viewing their profile, and scheduling an appointment by selecting the Schedule option (if you do not see a schedule option, that individual does not have appointment availability posted in Starfish)
- You will also see a variety of services or campus resources listed in your Success Network—this is not a cumulative list of all available UNCG resources but is a helpful start to some of the most frequently used resources
Your course instructors may use Starfish to issue you flags, kudos, and referrals for feedback in their courses. Your academic advisor and support staff may also issue you referrals in Starfish.

- If you have active flags, kudos, or referrals, they will appear on the right side of your Starfish Dashboard.
- You are encouraged to take action on your flags and referrals to help you succeed in your courses.
- Flags, kudos, and referrals are cleared at the end of every semester so that you begin each term with zero items.
- Meet with your instructor, advisor, and/or the Students First Office to get help with resolving your flag(s).

To schedule appointments with your connections using Starfish:

1. Using the mini calendar in the left corner, click on a date or select a date range—this will display a list of available appointment slots on your connection’s Starfish calendar.
2. Select an open appointment slot and click Continue.
3. Review appointment details and provide the appointment provider with a description of what you wish to discuss during your appointment.
4. Click Confirm to schedule the appointment.
5. You will receive a confirmation email to the email address listed in your email preferences from notices@starfishsolutions.com.