



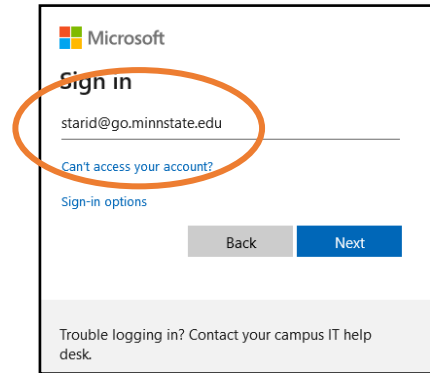
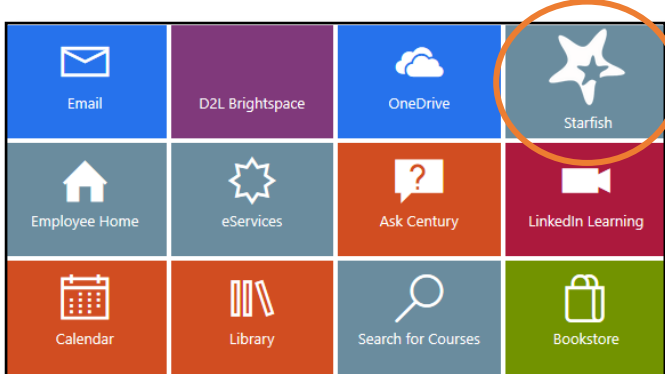
New Student Guide - Getting Started with Starfish

Fall 2020

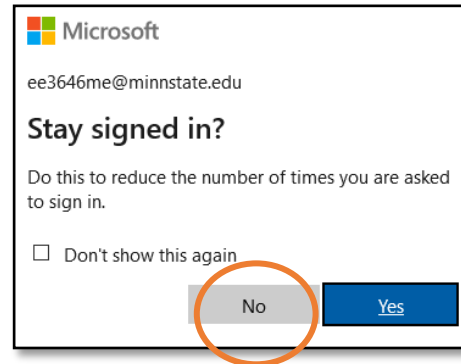
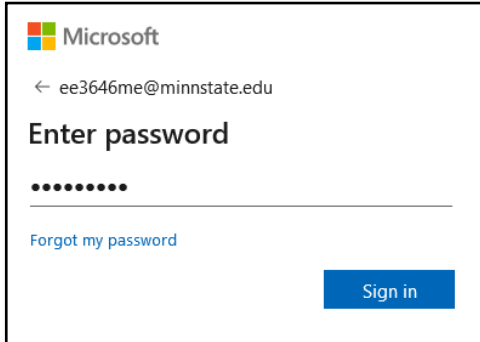
Welcome to Starfish at Century College!

Starfish provides you with a central location to connect to faculty, advisors and support services that will help you successfully navigate your Century experience. Follow the easy steps below to get started.

1. Login to myCentury and click on the Starfish tile. Sign into Microsoft with starid@go.minnstate.edu.



2. Enter your password. On the next screen click “No” when asked to save your password.

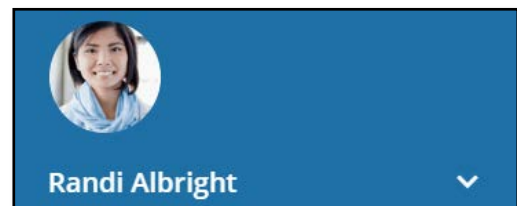
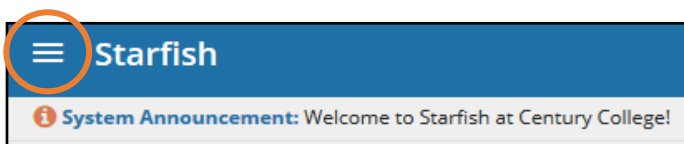


3. Congratulations! You are now logged into Starfish!

Set up Your Student Profile:

Begin by setting up your student profile. Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails from Starfish.

1. Open the navigation menu, click your name, and then **Profile**. From here, you can customize your profile for receiving Starfish emails.



2. **Sign up for text reminders from Starfish:** We strongly encourage you to allow Starfish to send email reminders as texts to your mobile phone. **Add information in 'Alternate Email' following these directions:**

- Enter the **email address** of your mobile phone in the **Alternate Email** field. This address will be a combination of your phone number plus carrier information. Click the more information icon (ⓘ) for a list of common carriers and email address formats.
- Check the **Also send notifications to my alternate email address box.**
- Once you have made your desired changes to your profile, click the **Submit** button to save your updates.

Contact Information

Login: [Redacted]

Institution Email: [Redacted]

Alternate Email: [Redacted]

All notifications will be sent to your institution email address.

Email Preference

Also send notifications to my alternate email address

Phone: [Redacted]

Cell Phone: [Redacted]

Video Phone: [Redacted]

Time zone: (GMT-06:00) Central Time

Display all time zones

Weekly Updates

Send me a weekly status update about My Success Network

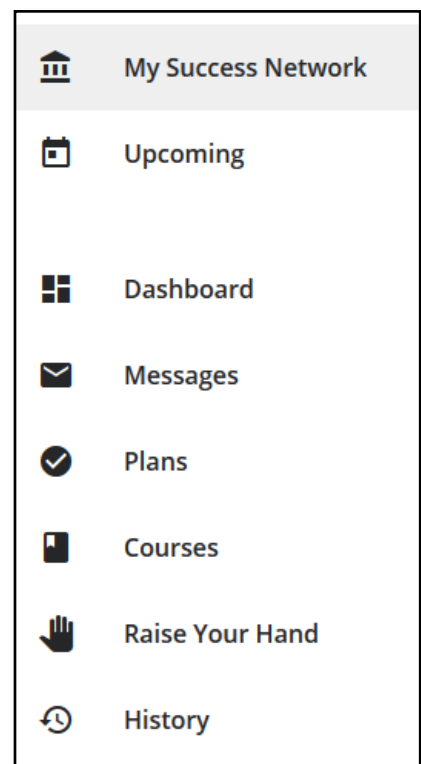
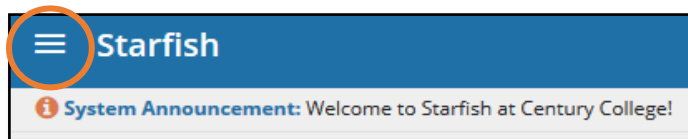
Reminder Preferences

Email me [60] minutes before the start of an appointment

Email me at [5:00 pm] [the day before] an appointment

Starfish Navigation Overview:

Starfish offers you many options to easily track your progress at Century College. Open the navigation menu.



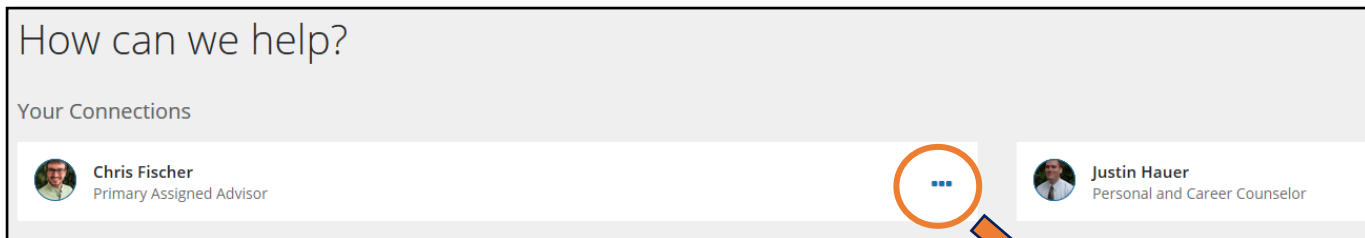
- **My Student Success Network:** This is where you can view both faculty, advisors, counselors and Century support services that are available to help you succeed. For each person or service listed, you will find contact information, supporting websites and if online scheduling is available.
- **Upcoming:** View future appointments.
- **Dashboard:** Use your personalized dashboard to stay on top of upcoming appointments and recommendations from your instructors.
- **Messages:** Review any messages sent to you in Starfish.
- **Plans:** Not currently used.
- **Courses:** Lists current and past courses you were enrolled in.
- **Raise Your Hand:** Not currently used.

Make an Appointment:

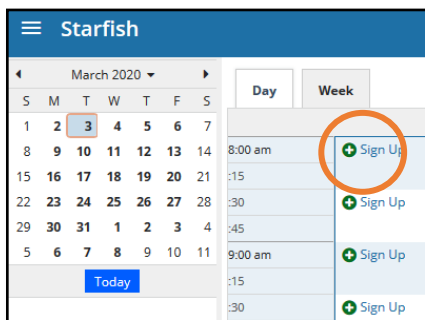
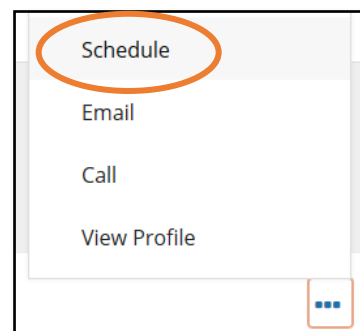
All new students at Century are assigned an Orientation Advisor. You can find your Orientation Advisor by clicking on **My Success Network**.

- Your Orientation Advisor can help with:
 - Building a first semester academic plan and selecting classes
 - Registering for classes
 - Questions about add/drop/withdraw
 - Campus support services and resources

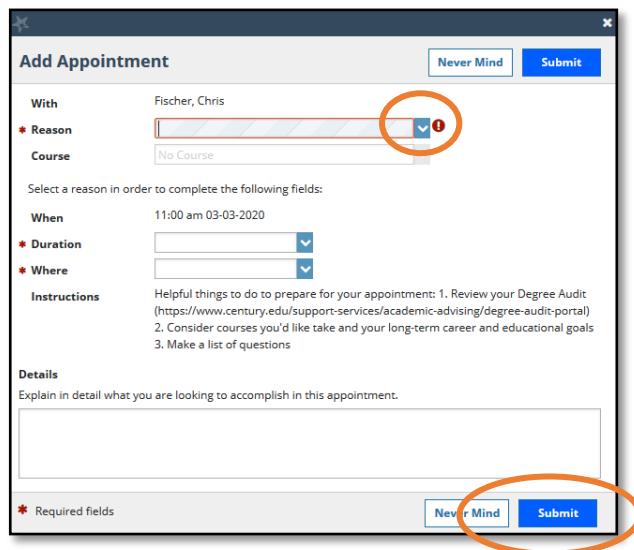
Once the semester begins, you will be assigned an Academic Advisor as well as a Personal and Career Counselor.




1. From the **My Success Network** page click on the **⋮** next to your Orientation Advisor's name.
2. Click on **Schedule**.
3. Using the calendar, find an available date and time that works best for you. Then click on the **Sign Up** link.

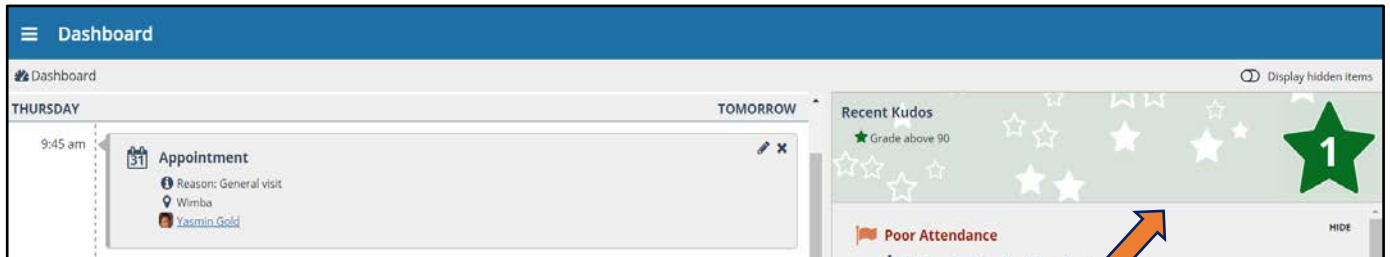


4. Select the **Reason** for the appointment.
5. Select where you would like the appointment; by phone or online via Zoom.
6. Include an explanation of what you need so that your advisor can be prepared for the meeting.
7. Click **Submit** to set the appointment. You will get an email with appointment details and confirmation. The appointment will be listed on your Dashboard.



Change an Appointment:

On the **Dashboard** tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration. You can cancel the appointment by clicking  and selecting **Cancel appointment**.



Century College Early Alert System:

At any point in the semester, instructors can raise alert flags, recommended referrals to campus support offices and send congratulatory kudos to provide students with feedback. The right-hand column of your **Dashboard** highlights items that require your attention and may include alerts, kudos or referrals from your instructors.

If an email was sent to you related to any of these items, you will find the content of the message by clicking on **Messages** in your navigation bar.

Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.