



**Starfish | Student Success Platform**

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# **SUNY NEW PALTZ**

**Profile Set-Up for Students**

## Welcome to Starfish® @ SUNY New Paltz!

Starfish is an easy-to-use tool that gives you the opportunity to connect with SUNY New Paltz on another level and help improve your success. Getting started is easy!

### Log in Directions:

1. Sign in to [my.newpaltz.edu](https://my.newpaltz.edu)
2. Click the “Starfish” Link (left-hand column)
3. If you are asked for log-in credentials, use your [my.newpaltz.edu](https://my.newpaltz.edu) login information

## Setting Up your Starfish Profile

1. Click the **menu icon** 
2. From the **menu**, click the **drop-down arrow** next to your name



**Edit Profile** 

Logout

3. Click **Edit Profile**

4. Upload a **Profile Photo**
5. View and update your **Contact Information**
  - *Ensure that the correct Cell Phone number is listed so that we can reach you directly. If this is listed as your Parent's Cell Phone number, please update it to your own.*
6. 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
7. Click the **Save Changes** button
8. Click on the **Notifications** tab
9. Update your **Notification** settings to your preference
  - If you would like to receive email reminders for your appointments, check the box(s) next to “Remind me before the start” and/or “Remind me of the appointment”

10. Click the **Save Changes** button