



Starfish | Student Success Platform

SUNY NEW PALTZ

Updating Pre-Existing Office Hours

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Welcome to Starfish[®] at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to help improve student success and persistence.

Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works best when all members of our institution work together to address students' specific needs.

Getting started is easy!

Login Directions:

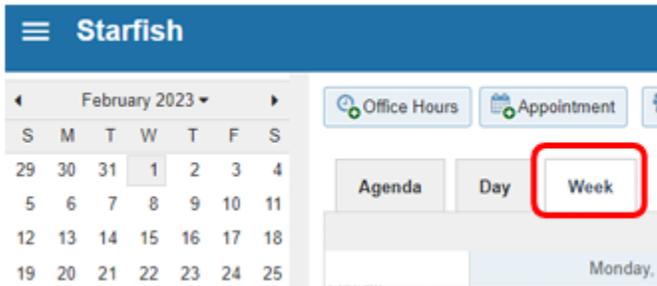
1. Sign in to my.newpaltz.edu
2. Click the "Starfish" link under "Resources" (left-hand column)

Starfish will automatically display all your assigned advisees and students enrolled in your courses. You can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

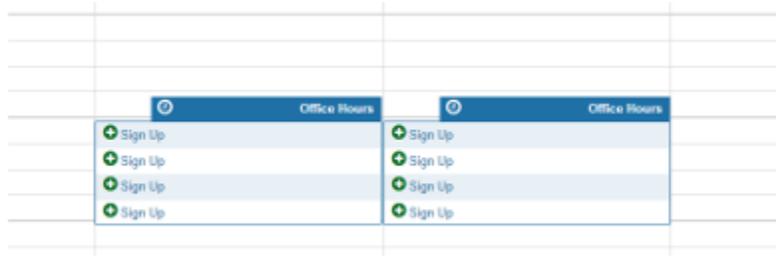
Updating Pre-Existing Office Hours in Starfish

Follow these steps to update pre-existing Office Hours in Starfish:

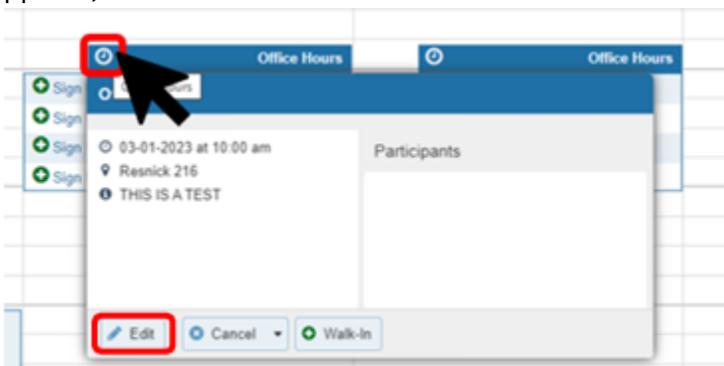
1. Log into Starfish
2. Click the **menu**  button
3. Select the **Appointments** option
4. Make sure you are on the Week tab



5. Find the block of office hours you wish to edit



6. Hover over the block of the office hour block you wish to edit with your mouse. From the pop-up box that appears, click **Edit**



7. From here, you can edit any office hour information
8. Once edited, click **Submit**

Repeat this for additional office hour blocks you may have.