Student Getting Started Guide



Version 8.0

Welcome to Starfish ®

Starfish provides you with a central location to connect to the people and services that can help you finish what you start – all accessible from the side navigation menu of your Starfish Home page.

Log in to your Starfish Home page by going to starfish.piedmont.edu.

The navigation menu includes access to a customizable profile and personalized channels that make it easy to schedule the dedicated time you need with your instructors, advisors, or counselors. Starfish can also help you manage the steps you need to take to stay on track and meet your goals.

Here are three great ways to get started:

1. <u>Set up your profile</u>

Make it easier for your instructors and advisors to get to know you and stay in contact.

2. Connect to people and services that can help you

Use your personalized **My Success Network** and **Courses** channels for quick access to contact information, appointment scheduling, and course help.

Set up your 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.

1. Open the navigation menu and click your name, and then **Profile** to open your profile.

From here, you can customize your profile by setting appointment reminders, and adding a secondary email address for receiving Starfish emails (e.g. your mobile phone).

*PLEASE NOTE: Student photos will be automatically uploaded from your Student ID, you cannot upload your own photo.







| | FERPA standards protect stu | dent data. | | | |
|-------------------|-----------------------------|-------------------------------------------------------------------|--------------------------------|--|--|
| | Randi Albright | | [Last login: 13:19 28-04-2015] | | |
| | Contact Informatio | n | | | |
| | Login | pgretich | | | |
| (Car) | Institution Email | ralbright@exellent.edu | | | |
| | Alternate Email | | 0 | | |
| | | All notifications will be sent to your institution email address. | | | |
| Upload Photo | Email Preference | Also send notifications to my alternate email address | | | |
| | Phone | 888-555-1212 | | | |
| | mobile | | | | |
| | Video Phone | | | | |
| | Time zone | (GMT-05:00) Eastern Time | × | | |
| | | Display all time zones | | | |
| | Weekly Updates | us update about My Success Network | | | |
| | Reminder Prefere | nces | | | |
| | Email me 15 | minutes before the start of an appointment | | | |
| | | | | | |
| | Email me at 12:00 | the day of an appointment | | | |
| | | | | | |
| * Required fields | | | Never Mind Submit | | |

To have Starfish emails sent to your mobile phone (in addition to sending to your primary institutional email address):

| Alternate Email | 5132842342@txt.att.net All notifications will be sent to your institution email address. | |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email Preference | Also send notifications to my alternate email address | Cell Phone Users: Read more details. |
| Alterna combin informa a list of Check t | the <i>email address</i> of your mobile phone in the te Email field. This address will be a ation of your phone number plus carrier ation. Click the more information icon () for common carriers and email address formats: the Also send notifications to my alternate address radio button. | Receive notifications on your mobile phone: Enter the email address for your mobile phone as indicated below for each provider.e.g., 8885551212@bt.att.net AT&T: celinumber@txt.att.net Verizon: celinumber@txt.att.net Verizon: celinumber@txt.com Vrgin Mobile: celinumber@txt.com Vigin Mobile: celinumber@txt.com Vigin Mobile: celinumber@txt.com Vigin Mobile: celinumber@txt.att.net Verizon: celinumber@txt.att.net Verizon: celinumber@txt.com Vigin Mobile: celinumber@txt.att.net Atta: celinumber@txt.att.net Verizon: celinumber@txt.att.net Verizon: celinumber@txt.att.net Verizon: celinumber@txt.att.net Verizon: celinumber@txt.com Vigin Mobile: celinumber@txt.att.net Atta: celinumber@txt.com Alitel: celinumber@txt.att.net |
| | | * Required fields |

2. Once you have made your desired changes to your profile, click the **Submit** button to save your updates.

Connect to people and services that can help you

The **My Success Network** and **Courses** channels display the people and services that are available to help you succeed. Here you can find key contact information as well as links to student service web sites and online appointment scheduling.

My Success Network

Select **My Success Network** from the navigation menu to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed,

you will find contact information, supporting websites, and, if online scheduling is enabled, a link to Schedule Appointment.

The Services that are most relevant to you are displayed first. Select Show Other Services at the bottom of the page to see additional services.

| A | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Career Services | | Counseling Services | | | Disability Support |
| 0 | reer Discussions, Assessment | Personal counseling is provided in a s and is available to assist students wit psychological concerns related to the personal growth. Through individual and referrals to campus and commun | h personal, developmen ir academic progress an counseling, group counse | tal, or nd | Disability Support coordinates and provides a variety of academic and support services for students with disabilities. We'll work together to determine your needs with the goal of creating an accessible academic, social, and physical environment. or students with disabilities at Piedmont College. |
| SCHEDULE CALL | | CALL | | | CALL |
| | _ | | | | |
| Office of Financial Aid | | Office of Student Accou | nts | | Office of the Registrar |
| The goal of the Piedmont College students in attaining the necessar Students who have been admitted variety of federal, state, and institut completing the Free Application for | y funds to attend our institution. I to Piedmont may apply for a utional grants and scholarships by | For your convenience, Piedmont Colli for tuition and certain fees. If you hav this payment option, please contact ti office at (706) 776-0101. You can also online: https://selfservice.piedmont.er | e questions or problems he Piedmont College bu o access your student ac | using | nt The Registrar's Office is responsible for academic scheduling, student registration, enrollment verification, collection and distribution of grades, academic records maintenance, transfer credit evaluation, graduation audits, awarding of degrees, Commencement, student data and statistics, veterans benefits, FERPA |
| | Screenshot | | | | |
| 1 Service Profile | | | | | |
| Office | of Financial Aid | | | | |
| Hours 8am - 5pm | Team Members | | | | |
| Contact Send an email | Pamela Cantrell Financial Aid Advisor | | | | Sarah Cochran |
| Call 706-776-0114 Visit website | Julie Lewis Financial Aid and Student Ac | counts | | • | Catherine Nix Assistant Director of Financial Aid |
| Location | Financial Aid and Student Ac | counts | | | Michelle Reed |

Overview

Tianashan Thomaswick

The goal of the Piedmont College Financial Aid Office is to assist students in attaining the necessary funds to attend our institution. Students who have been admitted to Piedmont may apply for a variety of federal, state, and institutional grants and scholarships by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. More instructions and scholarship opportunities can be found throughout our website, but students with questions are encouraged to contact our office at finald@piedmont.edu or 706-776-0114.

Need help before school starts?

Daniel Hall, 1st floor

Many students find they have questions regarding **Student Accounts** (tuition and billing) or **Financial Aid** (Pell, HOPE, Zell, Student Loans) that need to be addressed before school starts. Starfish makes that easy to do! Follow the directions below to schedule an appointment.

*Please note, not all faculty are on campus during the summer, therefore appointments with faculty may not be available until the semester starts.

Make an Appointment

1. For Services (ex. Financial Aid, Student Accounts, Career Services) where appointments are available, select **Schedule** for the desired service.

| ≡ My Success Network | | S | Star | fisł | n | | | | |
|-----------------------------------------------------------------------|----|-----------------|------|-------|----|----|----|---------------------------------------------------------------|--|
| 0 | | June 2020 🔻 🔹 🕨 | | | | • | | | |
| A.A. | S | М | т | W | Т | F | S | | |
| | 31 | 1 | 1 2 | | 4 | 5 | 6 | SIGN-UP | |
| Career Services | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Career Services | |
| Piedmont College Career Services helps students find and prepare for | 14 | 15 | 16 | 17 | 18 | 19 | 20 | I look forward to meeting with you. Be sure to book an appoir | |
| a meaningful career. Services are designed to serve students at every | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Time Appointments | |
| level. Some of the services you can take part in through Career | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 9:00 am Sign Up (1 available spot) | |
| Services are Choosing a Major/Career Discussions, Assessment | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 10:30 am Sign Up (1 available spot) | |
| Facilitation and Interpretation, Resume and Cover | | | | Today | | | | 11:00 am Sign Up (1 available spot) | |
| | | | | | | | | 11:30 am Sign Up (1 available spot) | |
| | | | | | | | | 1:00 pm Sign Up (1 available spot) | |
| | | | | | | | | 1:30 pm Sign Up (1 available spot) | |
| | | | | | | | | 2:00 pm Sign Up (1 available spot) | |
| | | | | | | | | 2:30 pm Sign Up (1 available spot) | |
| SCHEDULE CALL | | | | | | | | 3:00 pm Sign Up (1 available spot) | |
| | | | | | | | | 3:30 pm Sign Up (1 available spot) | |

2. Select the type of appointment you want to schedule and choose a reason from the list.

| ¥ | | | | | × | | | | |
|-------------------------------------------------|-------------------------------|----------------|---------|--------|--------------|--|--|--|--|
| Add Appointme | ent | | Details | Review | Confirmation | | | | |
| Service | Career Services 06-02-2020 | | | | | | | | |
| When Tuesday at 9:00 am starting 06-02-2020 | | | | | | | | | |
| Reason | ✓ | | | | | | | | |
| Duration | Graduate School Consideration | | | | | | | | |
| Detailed Description Explain in detail what | Major Exploration | is appointment | | | | | | | |

- 3. Complete your sign up by adjusting any details, such as location, course where applicable, and add a description for why you want to meet.
- 4. Click **Confirm** to finish scheduling the appointment. You will get an email with the appointment details and the appointment will be listed on the **Upcoming** tab.

Need to Change an Appointment?

On the **Upcoming** 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, when available. You can cancel the appointment by clicking the ellipsis **Del** and selecting **Cancel appointment**.

Frequently Asked Questions

What if I don't see anyone listed in My Success Network?

Your specific advisors or faculty might not be assigned yet. Check back closer to the start of the semester.

What if I click the Starfish link and get a "You do not have access" message?

Email Cat Wiles, csimpson@piedmont.edu

What if I need more help?

For technical issues, Email Cat Wiles, csimpson@piedmont.edu or Dr. Erika McKinney emckinney@piedmont.edu