

Letter of Introduction Exercise

## What is Starfish?

Starfish allows staff and faculty to support you when you need it. This software platform makes it easy to find the right people and services by connecting you to your current faculty, advisors and various campus service providers.

## How to use Starfish?

After you are registered for courses, you can access Elizabethtown College's Starfish system by clicking <u>here</u> or by visiting the "Academics" section of the Current Student Gateway page on the etown.edu webpage and selecting the "Starfish" link.

## How to set up your profile?

1. Log in with the same user name and password you use for JayWeb (you don't need @etown.edu).

2. Click on the Menu button on the top left of your screen and select the arrow next to your name to view or edit your profile 3. Upload a photo of your face.

- 5. Upload a photo of your face
- 4. Enter your cell phone number if you'd like.
- 5. If you prefer text notifications, simply click on the cell phone icon to the right of the "Alternate Email" box and follow the instructions. Be sure to check the box that sends correspondence to "Both". Please note: This does not change your official contact information for Elizabethtown College. To update that information contact the Registration & Records office.



## How to introduce yourself to your First Year Seminar Instructor and Advisor?

- From the Menu, click the "Raise your hand" button.
- 2. Select the "Letter of Introduction" option towards the bottom and leave the "No Course" option in the "Course" drop down box. In the text box provided, enter your letter of introduction to your Advisor. (Tell them about your interests, hobbies, strengths, what makes you excited about E-town, career aspirations, if you're transferring to Etown include any details about your previous college experience, etc.)
- 3. Click the Submit tab to send the notification.

If you are having difficulty logging in to Starfish or completing the tasks, please contact Michelle Henry at Starfish@etown.edu or 717-361-3017.

