Student Access Guide

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 right from your Starfish Home page.

Log in to your Starfish Home page at http://www.elcamino.edu/studentservices/co/rise/starfishecc-connect.asp

NOTE: Enter your El Camino User ID and password.

Your Starfish Home page includes access to a customizable profile and personalized channels that make it easy to communicate with faculty, counselors, and other service providers.

Here are three great ways to get started:

1. **Set up your profile**

   Make it easier for your instructors and other service providers to get to know you and stay in contact.

2. **Stay on track**

   Use your personalized dashboard to stay on top of any items that require your attention, including kudos and alerts related to your performance in class, recommended referrals to campus support services, or any success plans initiated by faculty or staff.

3. **Connect to people and services that can help you**

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

Not sure what you need?

1. Browse the **Services Catalog** from the Services tab to search for a service or scroll through the list of available campus services. For each service you can view contact information or access service website.


2. Click on the **Request Help** channel icon if you can't find what you're looking for through your personalized channels. Additional information about where to go for help will be displayed on the page. Click the **Help Me** button to submit a request for help.
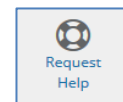
Set up your Profile

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

1. Click your name in the top right corner of your Home page to open your profile.
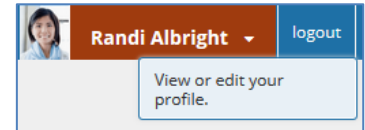
   From here, you can customize your profile by uploading a photo, setting appointment reminders, and adding a secondary email address for receiving Starfish emails (e.g. your mobile phone).

   To have Starfish emails sent to your mobile phone (in addition to sending to your primary institutional email address):
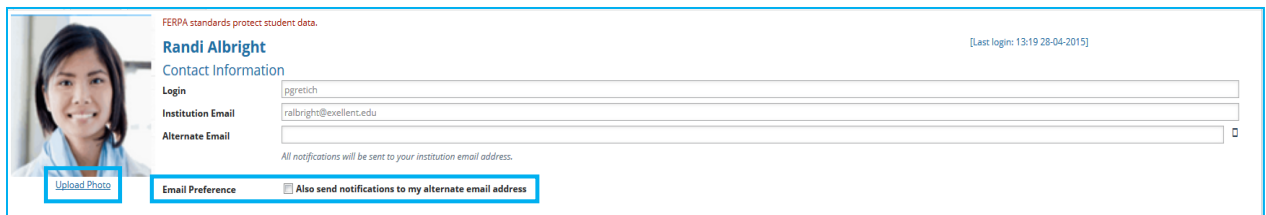
   - Enter the *email address* of your mobile phone in the **Alternate Email** field. This address will be a combination of your phone number plus carrier information. Click the more information icon ( ) for a list of common carriers and email address formats.
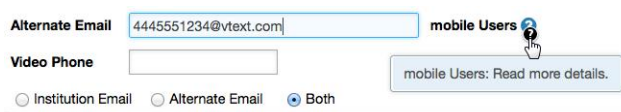
   - Select the **Both** option to receive emails at both your institutional email and the alternate email
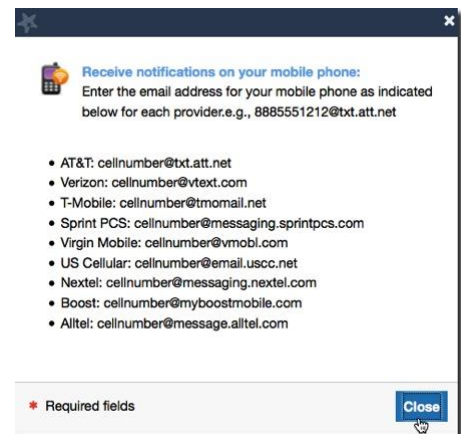
2. When you have made your desired changes to your profile, click the **Submit** button to save your updates.

Stay on track

Dashboard

Your Starfish dashboard displays upcoming appointments and date-based tasks to help you plan your week. Your dashboard also highlights items that require your attention and may include kudos and alerts related to your performance in class, recommended referrals to campus support offices to help you succeed, and any success plans initiated by faculty/staff.
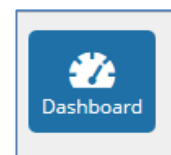
Connect to people and services that can help you

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.

Messages

Click the **Messages** icon on your Home page to display messages sent to you in Starfish. Click on any message in the list to display the full contents of that message.
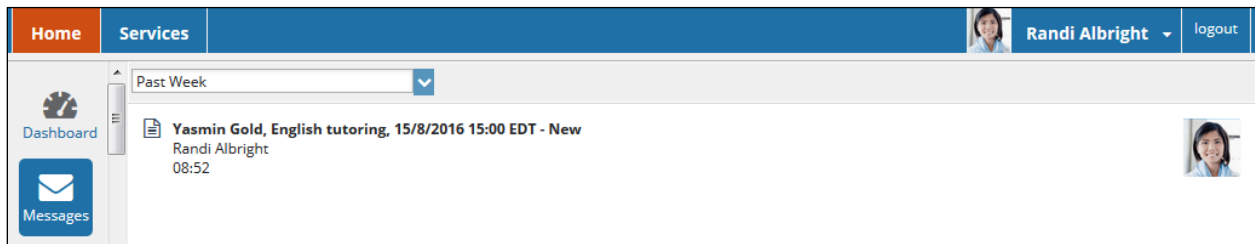
My Success Network

Click the **My Success Network** icon on your Home page to display your personalized network. This channel lists the people and resources that are available to assist you. (You can browse a broader list of available services in the **Service Catalog**). For each person or service listed you will find contact information and supporting websites.
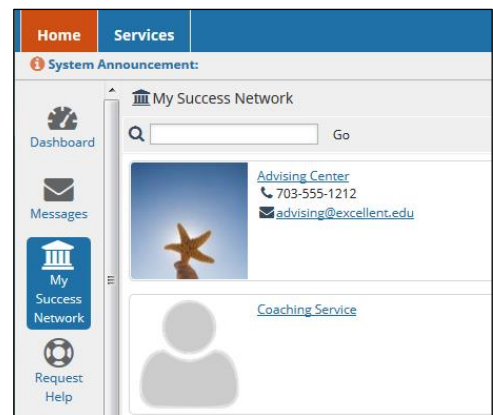
Courses

Click the **Courses** icon on your Home page to display information about courses you are enrolled in. Like the **My Success Network** channel, it is personalized to show the people and services specific to those courses.

Click the Help icon (⊕) link in the upper, right corner next to any of the courses in which you are currently enrolled.

This will bring up the **Request Help** form. Select the **Type** of help needed from the drop down menu and give specific **Details** on how staff can assist you.

Click the **Submit** button to submit your request when you are finished.