



## STUDENT SUCCESS

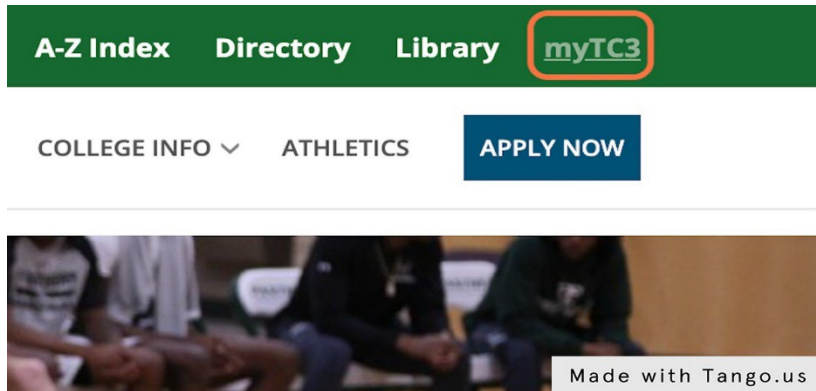
ADVISING, CAREER, TRANSFER

### **Starfish: How To Guide**

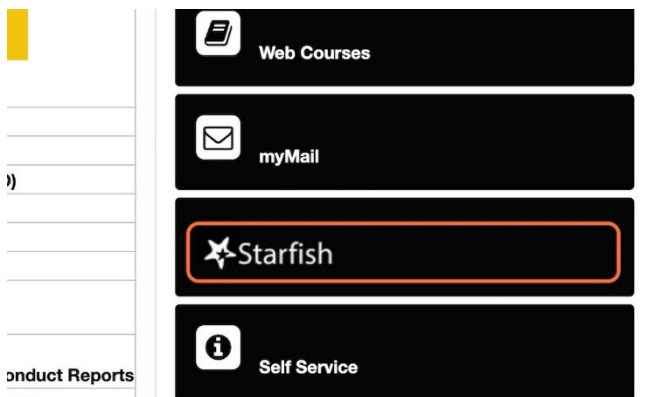
This guide provides an overview of Starfish.

**Step 1:** To get started, go to: <https://www.tompkinscortland.edu/>

- Click on **'myTC3'**.

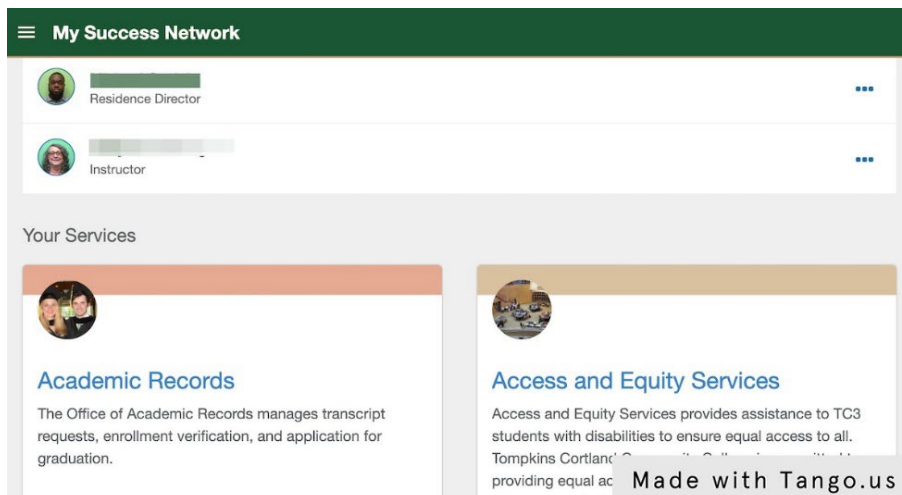


**Step 2:** Click on the **'Starfish'** icon within myTC3.

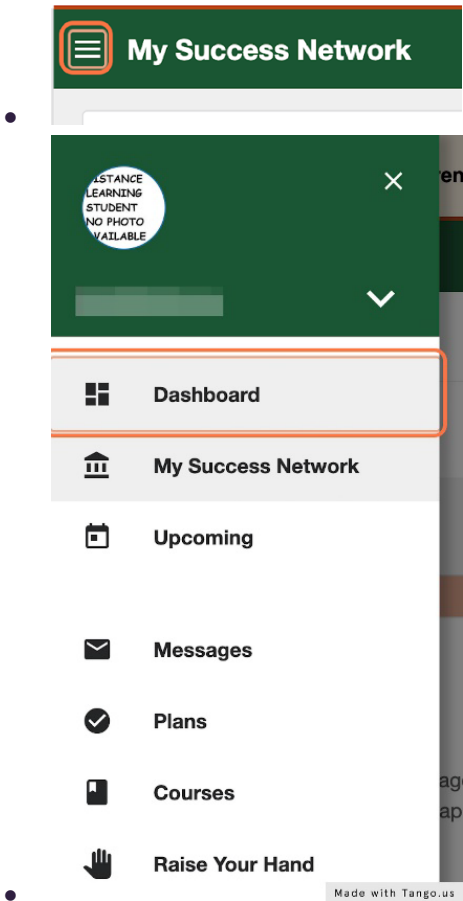


**Step 3:** On the **homepage of Starfish**, you will notice a few names of individuals in your Success Network and **'Your Services'**.

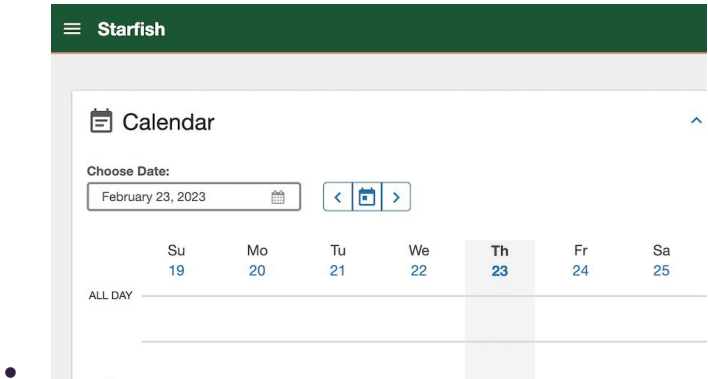
- Your Services allow you to check-in at different locations across campus and get help with accessing the services. You can click to **'schedule'** meetings with the services.
- **To schedule with your Success Network**, you would want to click on the **'...'** icon next to the name of the individual you would like to contact. This will bring up how you can schedule or contact.

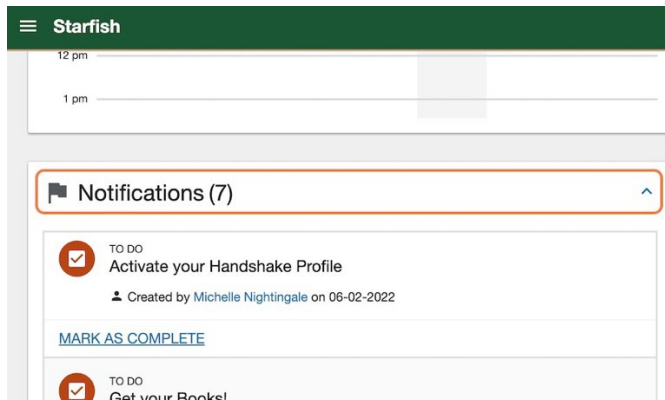


**Step 4:** Let's explore the 'Dashboard' in Starfish. To do this, you need to click on the hamburger icon, or three lines in the upper left-hand corner and the sidebar will display with '**Dashboard**' as an option. Click on 'Dashboard'.



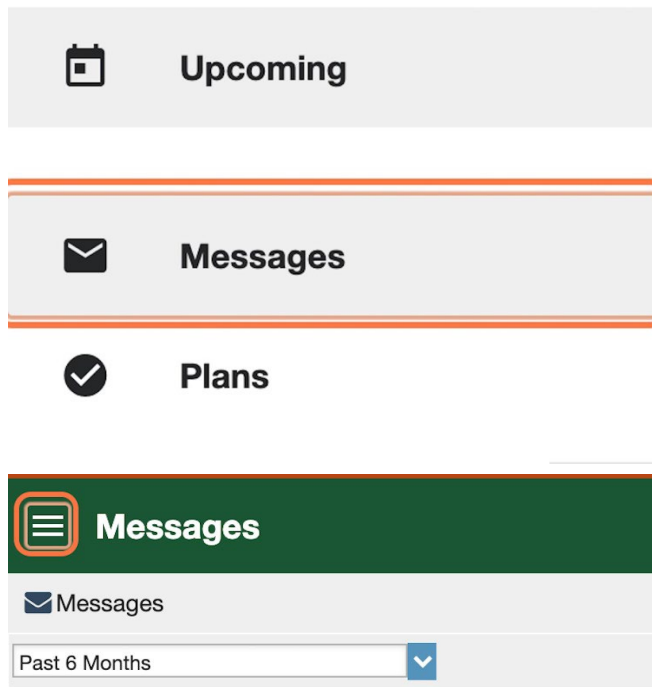
**Step 5:** Once you have clicked on 'Dashboard', Calendar, Notifications, and more will display on your 'Dashboard' within Starfish. The '**Dashboard**' is a great place to check regularly for any communication from your instructors or action items that you need to complete.





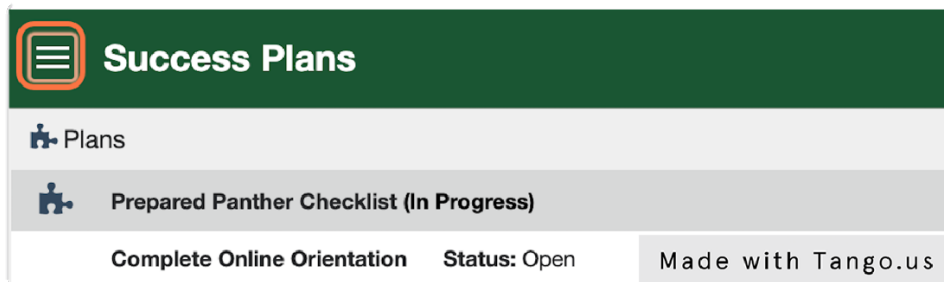
**Step 6:** After you have explored the Dashboard, you'll want to click back on the hamburger icon, or three lines icon in the upper left to display the side menu bar and select the '**Messages**' tab.

- **Messages are important to check regularly. This is also where instructors will send flags or kudos to.**
  - You can adjust the filters to see the 'Past 6 months' of messages or longer.

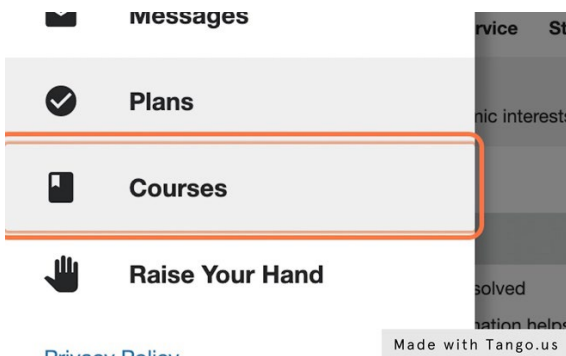


**Step 7:** After you have explored the Messages tab, you'll want to click back on the hamburger icon, or three lines icon in the upper left to display the side menu bar and select the '**Plans**' tab.

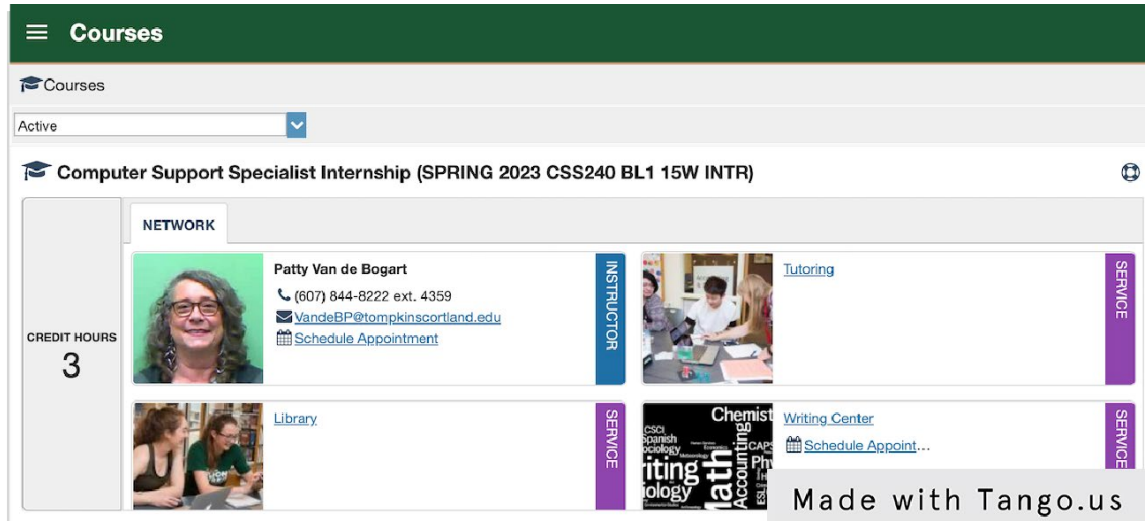
- '**Success Plans**' provide information for pending action items that you might have for your degree or to stay on track.



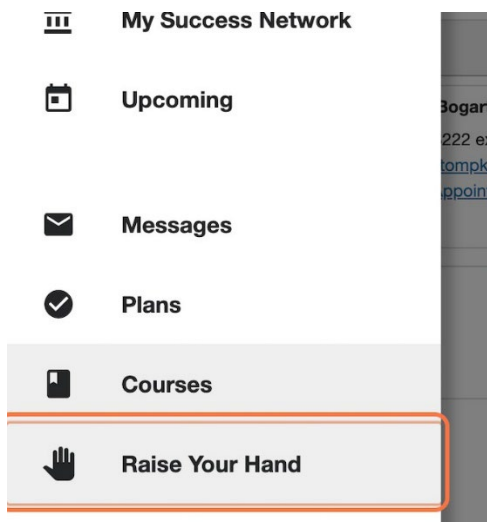
**Step 8:** After you have explored the Plans tab, you'll want to click back on the hamburger icon, or three lines icon in the upper left to display the side menu bar and select the **'Courses'** tab.



- The **'Courses'** tab lets you view all your current courses and your instructor's contact information.
  - You can also access tutoring services, library services, and writing center resources within this tab.



**Step 9:** After you have explored the Courses tab, you'll want to click back on the hamburger icon, or three lines icon in the upper left to display the side menu bar and select the **'Raise Your Hand'** tab.



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- The **'Raise Your Hand'** Icon allows you to get assistance with Starfish, your classes, and more.

A screenshot of a web form titled 'Raise Your Hand' in a dark green header. The main heading is 'Need assistance with something?'. Below it is a paragraph: 'Need assistance? Complete the form below to get started. We encourage you to be proactive in seeking help at Tompkins Cortland. We believe you can be successful!'. There is a section labeled '\* Type of help needed' with a dropdown menu. The dropdown menu is open, showing the text 'Select the type of help needed'. In the bottom right corner, there is a watermark that says 'Made with Tango.u'.