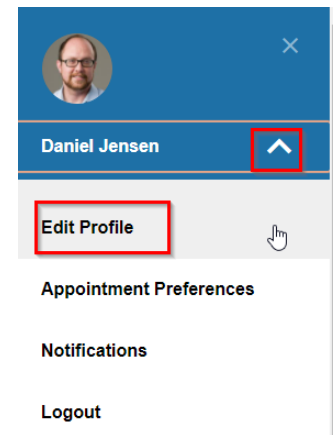# Setting up Your Starfish Profile – Faculty & Staff

You can enter information under your 'Institutional Profile' that will allow students to search for and contact you through Starfish. Some of your profile, such as your contact information, is imported from Banner, and you are able to update and enter additional information that details your specific interests.

1. Open the Starfish menu by clicking on the 'Hamburger Menu' in the top left corner of the page.

2. Click on the **arrow** next to your name to expand the menu.

3. Click on **Edit Profile**.

4. Help students put a face to your name by using the **Upload Photo** link beneath the placeholder to upload a photo.

5. Edit your **Profile Settings** and update your **Contact Information**, if desired, to have Starfish send email to an address other than your WSU email. Select the **Both** radio button to receive email at both accounts. Click on the mobile phone icon to the right of the Alternate Email text box to add your cell phone information instead of an alternate email to receive notifications via text message.

6. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from Starfish.

7. Add information to the **My Biography** and **General Overview** sections to let students know a bit more about you. This information will appear to students who view your information in Starfish.

8. Click the **Save Changes** button to save your changes.

Updated 4/23/2021