

Setup your Profile

1. Click on your name in the Top Navigation bar and select the **Edit Profile** tab.
2. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo or placeholder to upload a photo. Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.
3. Select the **Preferred Login Page** from the dropdown.
4. Toggle the **Share Links** option(s) if you would like to share your appointment and/or profile link with students and staff.
5. View and update your **Contact Information**.
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 **About** section to let students know a bit more about you. This information displays to students who can make appointments with you in Starfish.
8. Click the **Submit** button to save your changes.

