




Montgomery College -Student Getting Started Guide

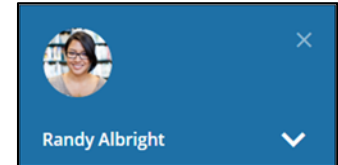
Welcome to Starfish ®


Starfish provides you with a central location to connect you with some of the people and services in your support network at Montgomery College.

To get started, log in to [Starfish](#) (requires login to MyMC) and click on the navigation menu  in the upper left-hand corner.

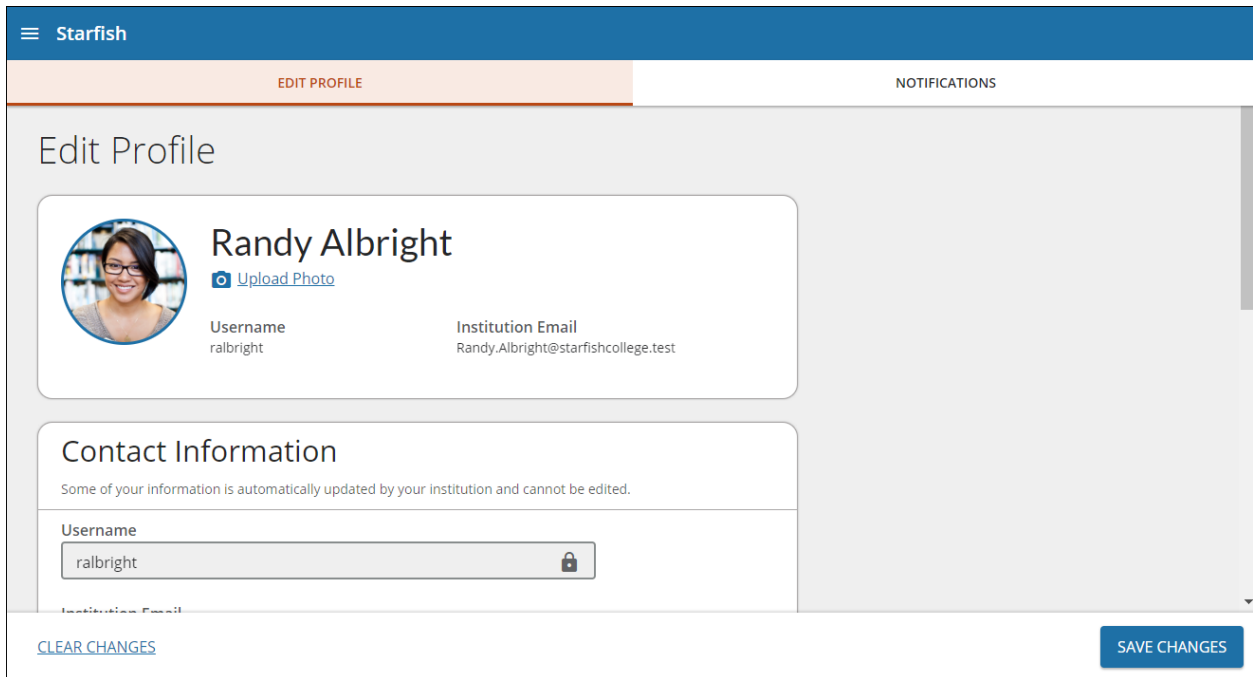
Set up your Profile

Begin by setting up your student profile. Your profile lets people included in your Starfish support network know who you are and how to contact you.



1. Open the navigation menu  and click on your name, and then **Edit Profile** to open your profile.

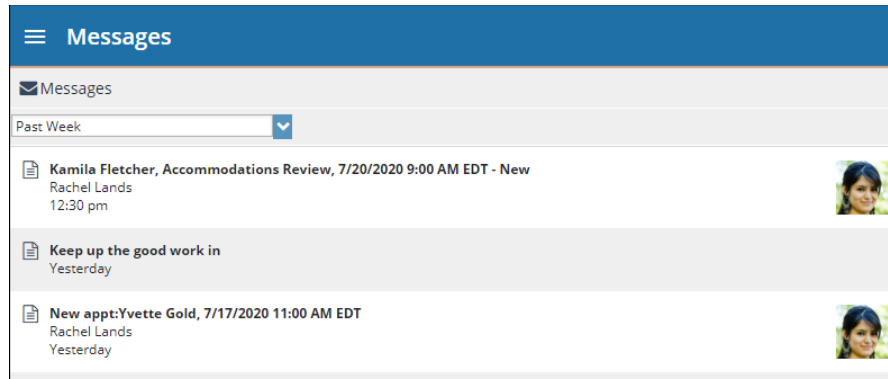
From here, you can customize your profile by uploading a photo, and adding an alternate or secondary email address for receiving emails sent by the Starfish system .



2. Select the **Notifications** tab update your notification preferences.
3. Once you have made your desired changes to your profile, click the **Save Changes** button to save your updates.

Messages

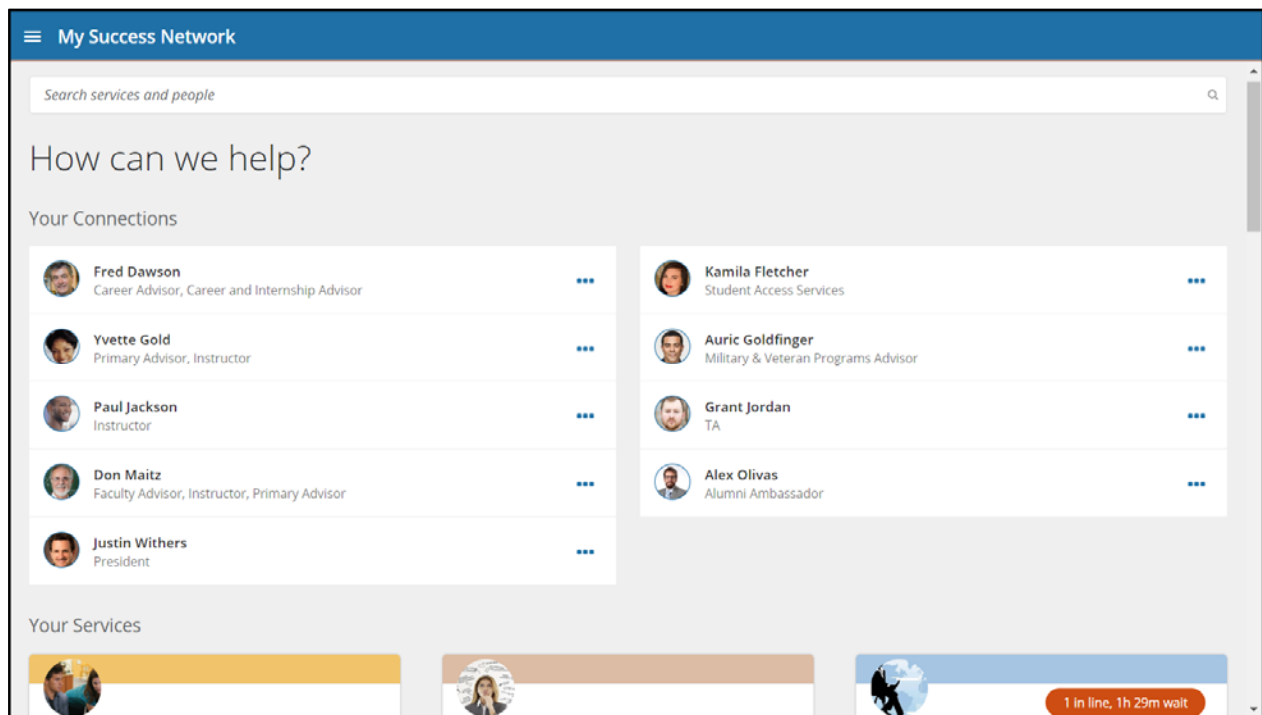
Select **Messages** to display messages sent to you in Starfish. Click on any message in the list to display the full contents of that message.



My Success Network

Select **My Success Network** from the navigation menu to display your network. For each person or service listed, you will find contact information, supporting websites, and, if online scheduling is enabled, a **link to Schedule Appointment**. If a service includes a waiting room for walk-in appointments, you can click the “Waiting Room” link to find out how many students are currently in line.

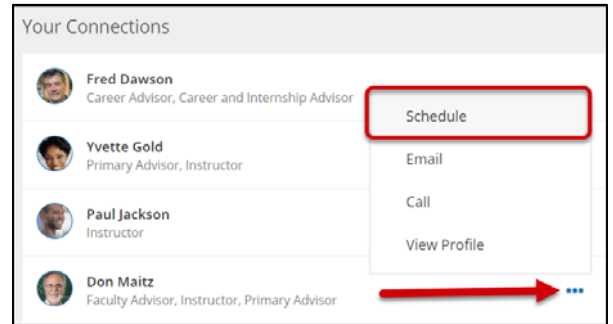
The Services that are most relevant to you are displayed first. Select Show Other Services at the bottom of the page to see additional services.



Make an Appointment


1. From the **My Success Network**, click the ellipsis beside the name of the person you want to schedule an appointment with, and then select **Schedule**.

For Services where appointments are available, select **Schedule** for the desired service.



2. Select the type of appointment you want to schedule and choose a reason from the list.

Schedule Appointment

 Counselor/Professor

What do you need help with?

(L6) Counseling/Advising - CW (Remote)

01. First Semester-Course Placement Review & Academic Planning

03. Academic Difficulty/Restriction

05. Transfer Out Advising

3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

03-15-2021 → 03-17-2021

Filter: All session types

← March 2021 →

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday, March 15

12:00 pm - 12:45 pm 45m
Multiple appointment locations

2:00 pm - 2:45 pm 45m
Multiple appointment locations

Tuesday, March 16

9:00 am - 9:45 am 45m
Multiple appointment locations

11:00 am - 11:45 am 45m
Multiple appointment locations

- Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.
- Click **Confirm** to finish scheduling the appointment. A confirmation page displays allowing you to make changes to the appointment or jump to another page. Additionally, you will get an email with the appointment details and the appointment will be listed on the **Upcoming** tab.

Schedule Appointment

Kamila Fletcher
Student Access Services

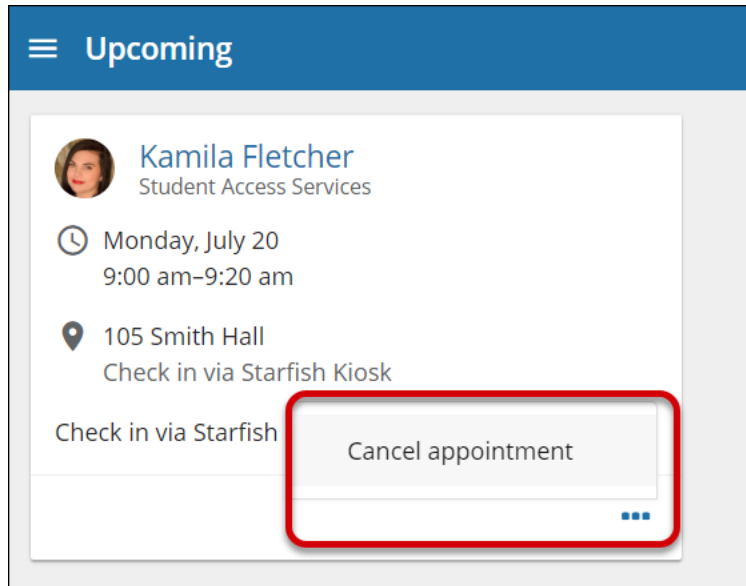
Does this look correct?

<p>Date and Time Monday, July 20 9:00 am - 9:20 am</p> <p>Location 105 Smith Hall Check in via Starfish Kiosk</p> <p>Meeting Instructions Check in via Starfish Kiosk</p>	<p>Reason for Visit Accommodations Review Change</p> <p>Course Add a course</p> <p>If you want, tell us a little bit about what's going on so we can help</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
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[BACK](#)
CONFIRM

Change an Appointment

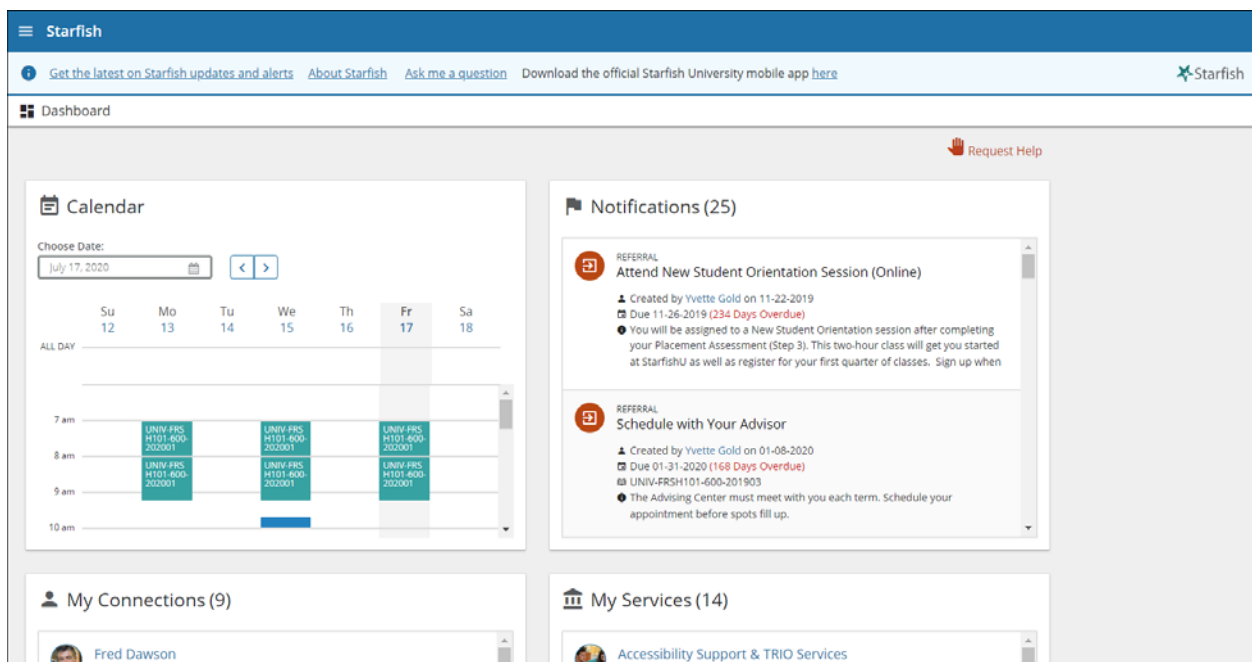
On the **Upcoming** tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration, when available. You can cancel the appointment by clicking the ellipsis **⋮** and selecting **Cancel appointment**.



Stay on track

Dashboard

Your **Dashboard** also displays upcoming appointments as well as date-based tasks on the left to help you plan your week. The right-hand column of your Dashboard highlights items that may require your attention and may include alerts, recommended referrals to campus support offices to help you succeed, and kudos.



Degree Plans

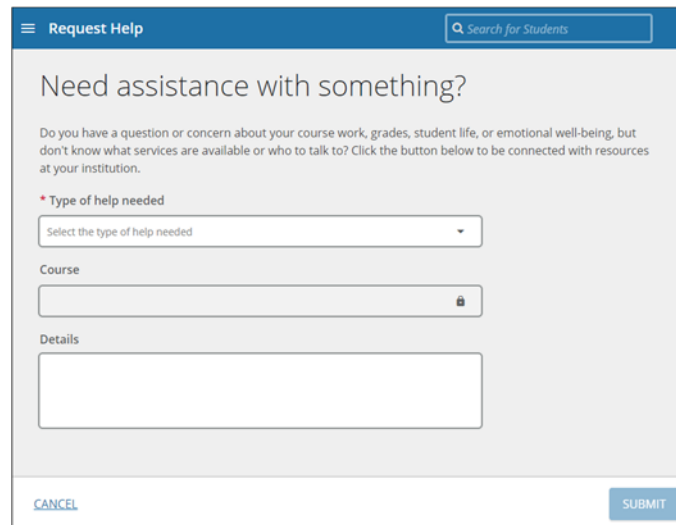
Select **Degree Planner** to view, and/or manage your academic plan. In order to create a plan for an official program of study, you must first work with a Counselor/Advisor. However, you may use the Degree Planner academic planning tool to create a plan under one of the fields of study

Not sure what you need?

Request Help

Select **Request Help** from the navigation menu to see information about where to go for assistance.

From here, you can select **Help Me** to submit a request for help. You will be asked to provide additional information such as the type of help you are requesting and a description.



The screenshot shows a web form titled "Request Help" with a search bar for students. The main heading is "Need assistance with something?". Below this is a paragraph explaining the purpose of the form. The form includes a dropdown menu for "Type of help needed", a text input field for "Course", and a larger text area for "Details". At the bottom, there are "CANCEL" and "SUBMIT" buttons.

Request Help Search for Students

Need assistance with something?

Do you have a question or concern about your course work, grades, student life, or emotional well-being, but don't know what services are available or who to talk to? Click the button below to be connected with resources at your institution.

* Type of help needed
Select the type of help needed

Course

Details

CANCEL SUBMIT

We encourage you to make your description as detailed as possible to insure you get the appropriate help needed. Click **Submit** to submit your request when done.