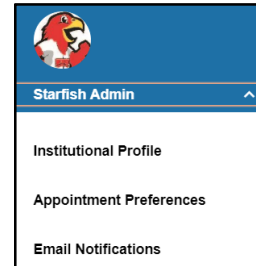## Your Profile

From the menu button, click your name to open your Starfish Profile. Update your infomation for:

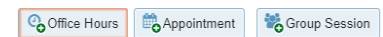**Institutional Profile:** Contact information, photo, bio. (info students see).
Appointment Preferences: Appt. defaults, Locations, Calendar Managers.
Email Notifications: Appt. email and tracking item email options.

Office Hours

Menu > **Appointments** > **Office Hours** to create single or recurring set of office hours.

Tips on completing the **Add Office Hours** form:

Title: Displays on your calendar to distinguish sets of office hours.
**Where**?: Options are added via Profile > Appointment Preferences tab.
Office Hour Type: If you are using a Kiosk, use Scheduled and Walk-ins.
Appointment Types: Use to limit an office hour block to one meeting type i.e. Advising.

- **Edit/Cancel a series** of office hours (Menu > Appointments > **Agenda**)
  Hover over ⊕ icon under **Availability** to edit the frequency, time of day, locations, office hour types, minimum and maximum duration of appointments, appointment types, instructions, or start/end date of the series.
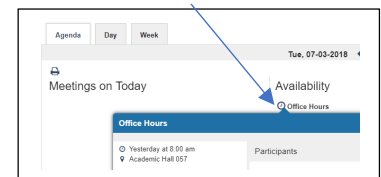
- **Edit/Cancel individual occurrences** from the **Day** view of the calendar. Hover over ⊕ icon to display a pop-up card from which you can take additional actions.
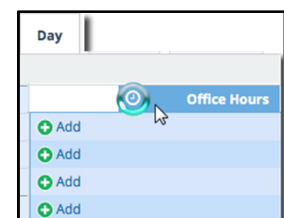
Important Note:
Once an office hour block is saved, you will **not** be able to edit weekdays on which it occurs or type of frequency (e.g. weekly).

Services - Viewing Campus Resources

SupportNET contains a list of **Services** across campus. The directory is intended to provide you with information about resources available to assist students. You will find Services from the Menu button on in the top left corner in SupportNET. Click on Services to see resources on the Southeast Campus.