

## Profile

### Enter Your Institutional Profile

As an instructor or advisor, one of the first things you should do is update your profile. Your profile contains your contact information, photo, and general information so students can learn more about you. Students will see this information when they sign up to meet with you.

1. Click the **Profile** tab. (Shown in Figure 1)



Figure 1

2. Begin filling out as much of your profile as possible. (Shown in Figure 2) Students will see this information. Students are more likely to reach out for help when they can learn more about you.

**NOTE:** Only the first 150 characters of your *General Overview* and *My Biography* will be viewable to students.

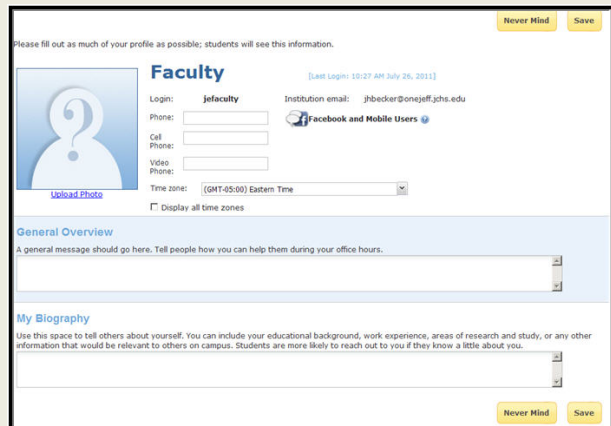



Figure 2

3. Click .

**NOTE:** Students can view faculty Profiles through their Starfish Homepage under **My Success Network**.