Starfish Early Alert & Connect is an online application used to support student success & engagement at The University of Toledo.

**CONNECT**

Easily connect with the members of your Success Network (individuals at UT to support you along your academic journey) which include your Success Coach, Instructor, & more!

**ALERT**

Receive personalized email updates on your academic progress throughout the semester. Sign up for mobile alerts to get them sent directly to your phone! (Instructions on back page)

**COMMUNICATE**

Obtain notifications on important university information & deadlines, which includes Scholarships, Account Holds, Financial, Registration, & more!

**CONTACT INFORMATION**

Email: successcoach@utoledo.edu
Phone: 419-530-1275
Website: www.utoledo.edu/offices/provost/starfish/
## STARFISH ACCESS

### MYUT PORTAL
- Visit [www.myut.utoledo.edu](http://www.myut.utoledo.edu)
- "Students" Tab
- "My Other Resources" Heading
- "Starfish Early Alert & Connect" Link

### BLACKBOARD
- Visit [www.blackboard.utdl.edu](http://www.blackboard.utdl.edu)
- "Starfish" Tab in upper right corner
- "Starfish Home" Link

## PROFILE SET-UP

### ACCESS PROFILE
- Click on the **three lines** next to "Starfish"
- Click on the **arrow** next to your name
- Click on "Profile"

### UPLOAD PHOTO
- Click on "Upload Photo"
- Click "Browse" to add a photo
- Click "Upload Now" to submit

### MOBILE NOTIFICATIONS
- Click the **phone icon** & identify phone carrier
- Format your number into an email address
- Input email into the **Alternate Email** box
- Check mark the **Email Preference** box
- Click "Submit" to save changes

## COMMUNICATE TO NETWORK

### ACCESS NETWORK
- Click on the **three lines** next to "Starfish"
- Click on "My Success Network"

### SUCCESS NETWORK
- Under "Your Connections" will be individuals connected to you on campus
- Click on the **arrow** next to individual
- Select **contact method** (Call or Email)

### SERVICES
- Under "Your Services" will be offices on campus available for you to utilize.
- Click the name of service to access their full profile & contact information

## UPDATE YOUR UNIVERSITY CONTACT INFORMATION

### MYUT PORTAL
- Visit [www.myut.utoledo.edu](http://www.myut.utoledo.edu)
- "Students" Tab
- "My Other Resources" Heading
- "Update Addresses & Phones" Link
- Complete the Authentication process
- "Update Address/Phone" Link
- Update information & click "Submit"

### IT HELP DESK
- Visit [www.utoledo.edu/it/office365/](http://www.utoledo.edu/it/office365/)
- "Resources" heading on the right
- "Mobile Email Configuration" Link
- Identify your phone operating system & follow the steps

## SYNC YOUR ROCKETS EMAIL TO YOUR PHONE
- Visit [www.utoledo.edu/it/office365/](http://www.utoledo.edu/it/office365/)
- "Services" heading on the right
- "Mobile Email Configuration" Link
- Identify your phone operating system & follow the steps