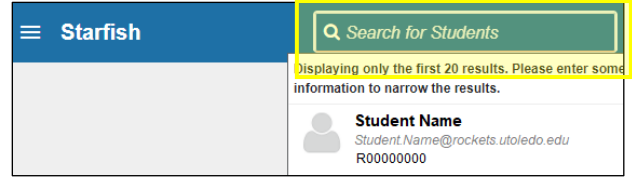


Starfish Prospective Student

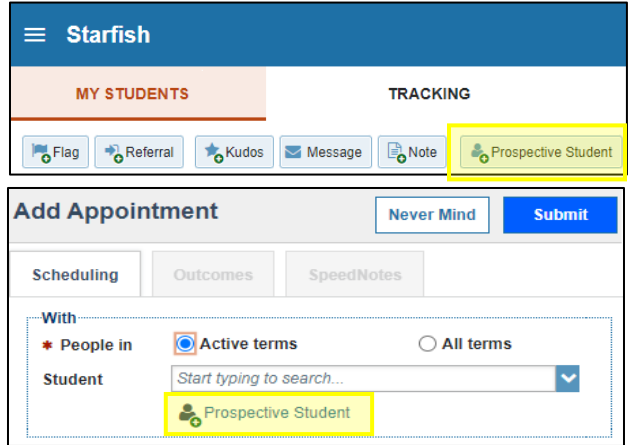
1. **Try to Search for a Student.** Only students who have an assigned Success Coach are imported into Starfish. Verify the student does not already have a Starfish account by using the General Search Bar (top-right corner).

If student does not exist in Starfish, notify the Starfish Admin (starfish@utoledo.edu) to get the student added to Starfish. In the meantime, create a prospective student account in Starfish.

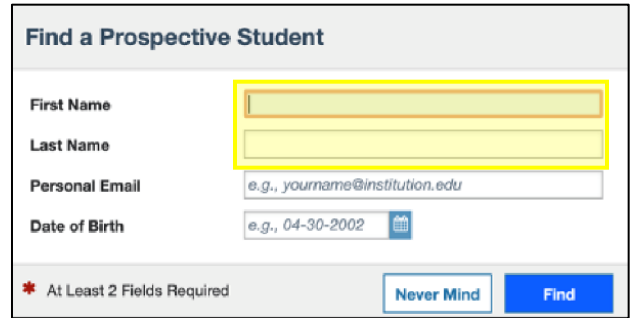


2. **Location of Prospective Student Button.** There are two available locations:

- a. **MY STUDENTS TAB:** Starfish Menu >> My Students Tab >> Click Prospective Student Button
- b. **CREATING APPOINTMENT:** Starfish Menu >> Appointments >> Click either Appointment Button or Signup Button >> Click Prospective Student Button

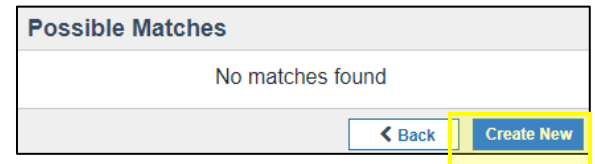
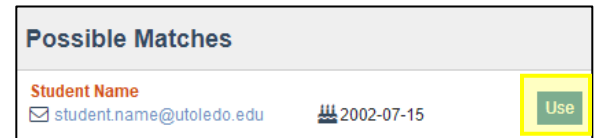


3. **Find a Prospective Student.** To ensure that another Starfish user hasn't already created a prospective student account for the student, you will be required to complete one last search verification. Therefore, in the first window, type the student's **Legal First Name (not preferred name) and Last Name**. Click "Find" to search for possible matches.

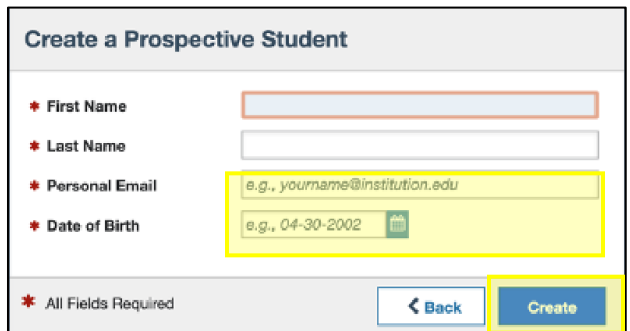


4. **Possible Matches.** There are two options that may display:

- a. **Potential Matches:** If a prospective student account already exists in Starfish, a potential match will display. Click the "Use" button to use the pre-existing student folder.
- b. **No Matches:** If no potential matches are found, click the "Create New" button to officially create a new prospective student account.



5. **Create Prospective Student.** In the next window, finishing filling out the student's details with their **Personal Email (use their UToledo email address) and Birthday**. Check Banner SPAIDEN for the student's email address and birthday. **If the student does not have a university email address, you may use their personal email address.**



6. Click "Create" to officially create the prospective student account.