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 (<u>starfish@utoledo.edu</u>) 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
 - 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.

 Starfish
 Q. Search for Students

 Displaying only the first 20 results. Please enter some information to narrow the results.

 Student Name

 Student Name@rockets.utoledo.edu

 R0000000



Find a Prospective Student First Name Last Name Personal Email e.g., yourname@institution.edu Date of Birth e.g., 04-30-2002



Create a Prospective Student	
First NameLast Name	
 Personal Email Date of Birth 	e.g., yourname®institution.adu e.g., 04-30-2002 📫
* All Fields Required	Sack Create

Starfish Help | starfish@utoledo.edu | 419-530-1275 | https://www.utoledo.edu/offices/provost/starfish/