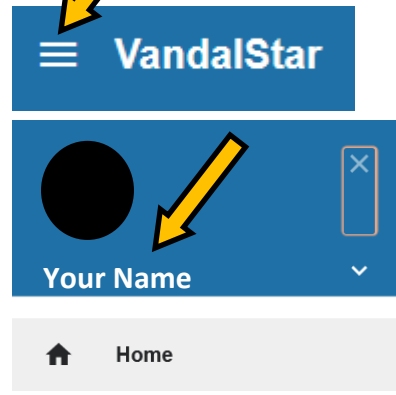


How to Update Your Profile in 3 Easy Steps

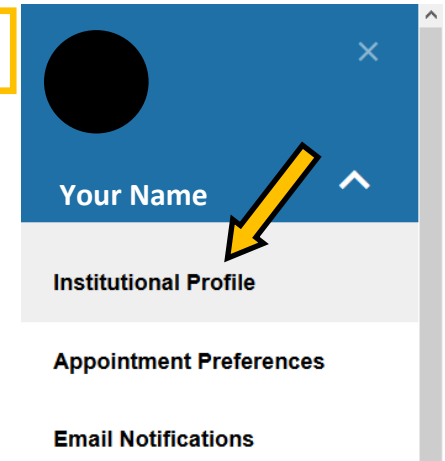
1.

Click on the menu icon in the upper left corner and then on your name.



2.

Click on 'Institutional Profile'.



3.

Please fill out as much of your profile as possible; students will see some of this information depending on your role.

Your Name (Last Login: March 17, 2020)

Your Title Update your title.

Contact Information

Login: 773804 Institution Email: kmcmullin@uidaho.edu

Your Phone Video Phone: []

Display all time zones Time zone: (GMT-08:00) Pacific Time

Share Links

Share your appointment and/or profile link with students by copying the link(s) to the clipboard. You can use the links in emails, email signatures, a non-Startfish calendar, etc. If you'd like for your links to display for staff to share, select the appropriate checkbox(es) below to display the link(s) on your Connection Profile in the Services tab. Students who receive a link to schedule an appointment with you or view your profile will only be able to use the link if they have a relationship in Starfish with you. Note: If you are having trouble copying a link, try using a desktop browser.

Link to schedule an appointment with me
<https://uidaho.starfishsolutions.com/starfish-ops/d/instructor/serviceCatalog.html?bookmark=connection/17897/schedule> [Copy link to clipboard](#)
 Make link available in the Services tab on my profile for other staff to copy.

Link to view my profile
<https://uidaho.starfishsolutions.com/starfish-ops/d/instructor/serviceCatalog.html?bookmark=connection/17897> [Copy link to clipboard](#)
 Make link available in the Services tab on my profile for other staff to copy.

General Overview

A general message should go here. Tell people how you can help them during your office hours.

I am an Associate Director for Advising - Student Success in University Advising Services. I can help you with a variety of general-campus and advising questions or with any questions about VandalStar. During the social distancing period, the best way to reach me is by email or to schedule a phone or Zoom appointment.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know more about you.

I have been working in academic advising since 2014. Before that I was a K-12 music teacher. I earned a B.Mus. and M.Mus. in Music Education from the University of Idaho and am glad to be back on campus. Go Vandals!

* Required fields

Never Mind Submit

Update your title.

Copy and paste the share links to direct students straight to your profile or appointment scheduling.

The General Overview is a good place to add your preferred contact method, or how distance students should connect with you.

My Biography is a good place to tell students more about yourself.