# Welcome to Yeshiva Success Network - Getting Started

The Yeshiva Success Network (YSN) gives you invaluable information and a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware. It also allows your students to easily book an appointment with you or someone else who can help.
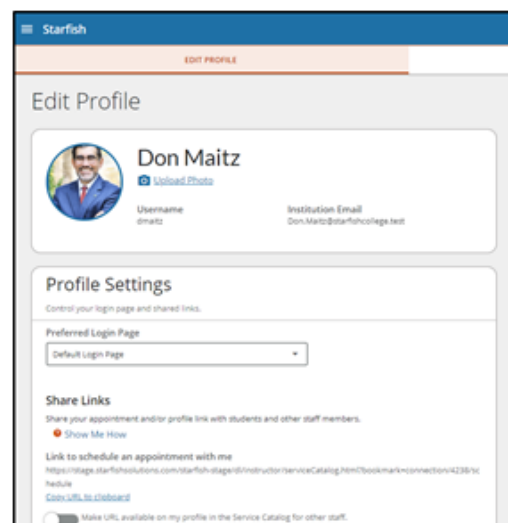
Getting started is easy. You can find the link on InsideTrack, Employee Tools, Yeshiva Success Network. It is also accessible directly at this link https://yu.starfishsolutions.com/starfish-ops/session/casLogin.html, YSN will automatically display all students with whom you are connected. Use your Single Sign On information when prompted. From there, you can review information, raise flags about students, and review flags that have been raised about your students.

Setup your Profile
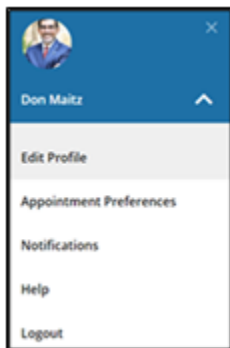
Some of your profile, such as your contact information, is imported from Banner.

1. Click on your name in the Top Navigation bar and select the **Edit Profile** tab.
2. Help students put a face to your name by using the **Upload Photo** link beneath your name to upload a photo. Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.
3. Select the **Preferred Login Page** from the dropdown.
4. Toggle the **Share Links** option(s) if you would like to share your appointment and/or profile link with students and staff, such as in your signature.
5. Verify that your **Contact Information** is correct.
6. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from Starfish.

7. Add information to the **About** section to let students know a bit more about you. This information displays to students who can make appointments with you in Starfish.

8. Click the **Submit** button to save your changes.

Setup your Preferences

1. Next, click on "APPOINTMENT PREFERENCES" on the top navigation bar.
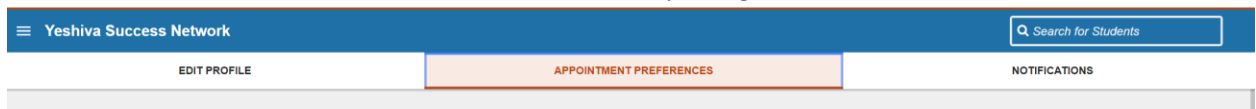
2. In **Office Hour Details**, you can set up preferences for when students set up appointments with you via YSN. You can set length, deadlines, and reminders.

3. You can sync your Outlook Calendar with your YSN calendar so students can see your availability within the office hours you set (we will cover setting office hours in the next section).
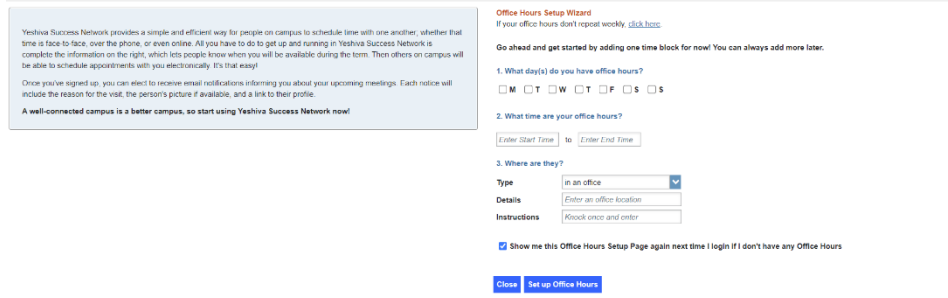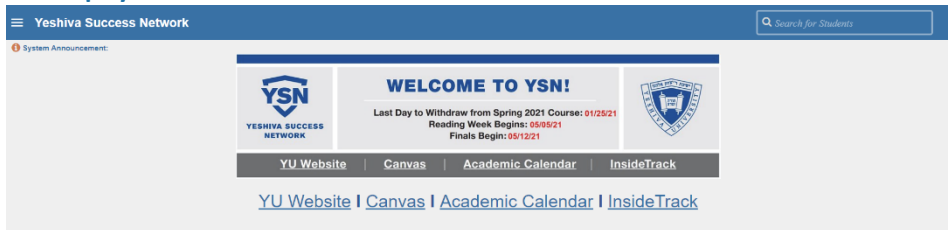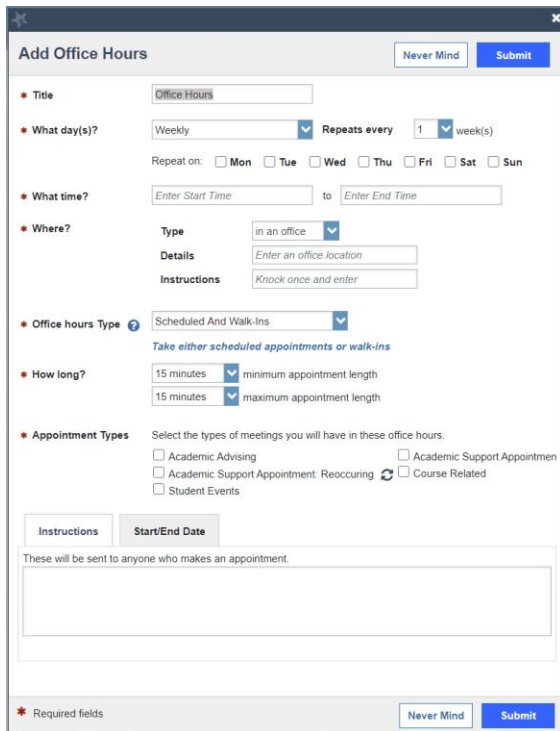

   a. If you want YSN to read FROM your outlook, you must share your calendar with YSNCalendarIntegration@ysn.edu
      i. Be sure to share all details with the calendar so it can read your busy times.
      ii. For instructions on how to share you calendar in Outlook, click here.
   b. Once you have shared, please send an email to ashlee.burrs@yu.edu to accept.

4. Next, you can click on the "NOTIFICATIONS" tab on the top navigation bar to update any preferences you have on how YSN will notify you when you have new appointments and tracking items.

Notes: You may also find the following video helpful: Update your Email Notifications

Setup your Office Hours

The first time you log in to YSN, you will see a 'wizard' to walk you through setting up your office hours, which enables students to schedule time with you. To set up multiple blocks and with more options, we recommend clicking the "**If your office hours don't repeat weekly, <u>click here</u>**" link. You will then see a window where you can enter a block of office hours.

If your office hours recur:

1. Complete the fields presented to specify:

What day(s) do you have office hours? - check the boxes for each day.

What time are your office hours? - enter a start and end time.

Where are they? - select the **Type** of setting and enter the **Details** in the field provided (e.g. the building and room number of your office). If relevant, provide **Instructions** for students who make appointments with you.

Use the **Start/End Date** tab to specify for how long the Office Hour block should recur.

2. Click the **Submit** button to save your office hours.
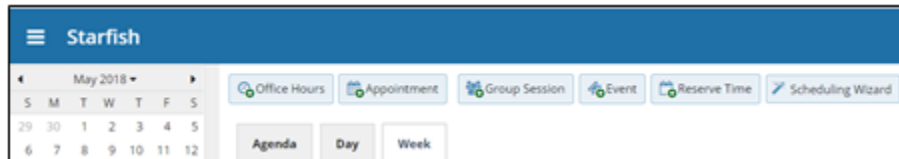
To setup additional office hours or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours, Add Appointment, Add Group Session, Event, Reserve Time** or use the **Scheduling Wizard.**

You may also find the Update your Office Hours video helpful.