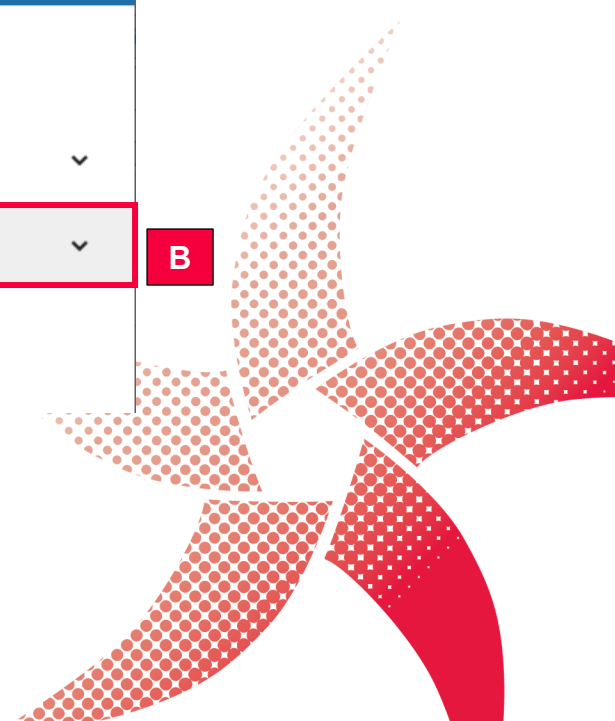
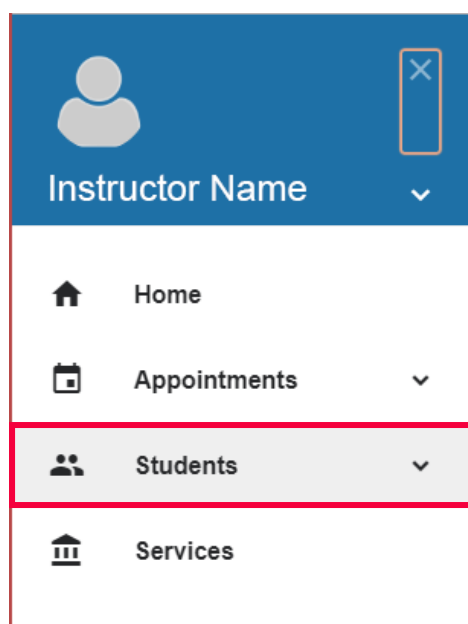
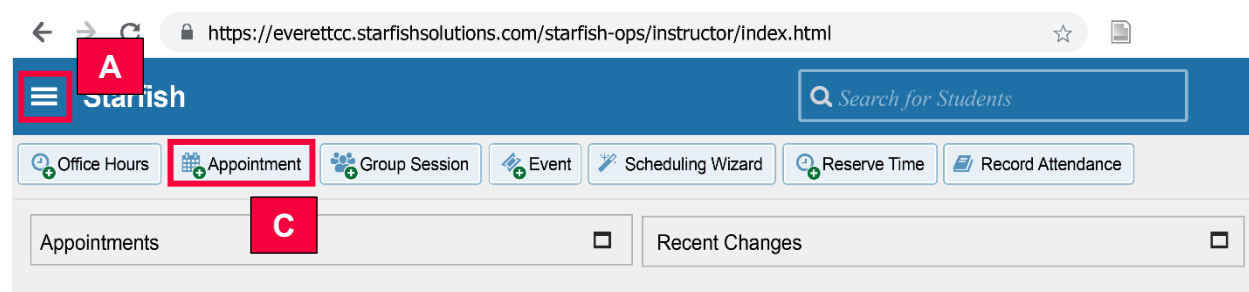


Working with Prospective Students

The prospective student feature lets you use Starfish to take notes on and record meetings with prospective students before they enroll at the college. While prospective students can't log into Starfish themselves, these notes can help with organization and streamline the process of getting the student the information and assistance they need. These notes will be merged with the student's record once they've been enrolled. To begin working with a prospective student:

1. Log in to Starfish: <https://everettcc.starfishsolutions.com/starfish-ops/support/login.html>
2. From the menu in the upper left hand corner **[A]** select Students **[B]**, or click the "Appointment" button **[C]**.



- From the "My Students" tab [D], click the "Prospective Student" button [E]. From "Add Appointment," click the "Prospective Student" link [F].

Starfish

MY STUDENTS **D** TRACKING

Search for Students

Kudos Success Plan Message Note Download **Prospective Student**

Search Student Name, Username, or ID All My Students Term Active Additional Filters Add Filters

Name	Email	Phone	Cell Phone
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	
Firstname Lastname Student Number	email@students.everettcc.edu	5555555555	

Add Appointment **Never Mind** **Submit**

Scheduling Outcomes SpeedNotes

With

* People in Active terms All terms

Student **Prospective Student** **F**

* When to

* Where

* Reason

Course

* Sharing Shared Private

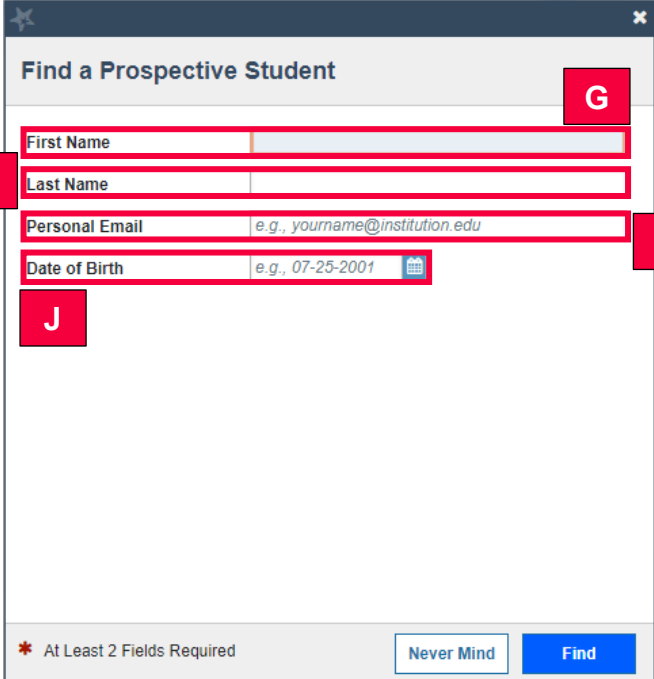
Permissions: Please select a reason to see who else can view this shared appointment.

* Required fields **Never Mind** **Submit**

Detailed Description
Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.

4. Both options will take you to the “Find Prospective Student” screen. From here, search for the student using at least two of the following pieces of data:

- First name [G]
- Last name [H]
- Email [I]
- Date of birth [J]



Find a Prospective Student

First Name G

Last Name H

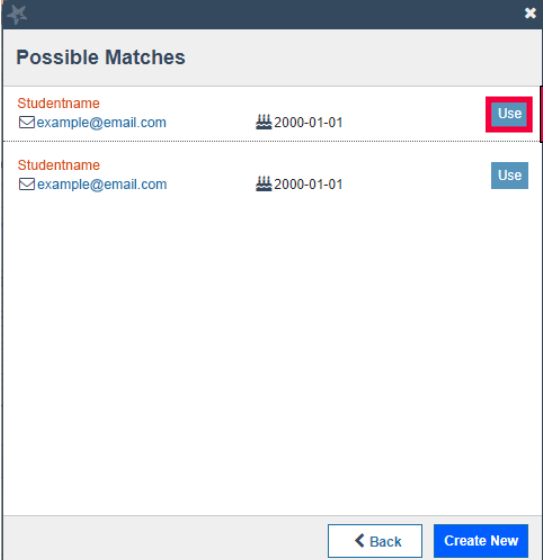
Personal Email I
e.g., yourname@institution.edu

Date of Birth J
e.g., 07-25-2001

* At Least 2 Fields Required

Never Mind Find

5. Starfish will show you any possible matches in the existing prospective students. If the student already exists in the system, click “Use” [K].

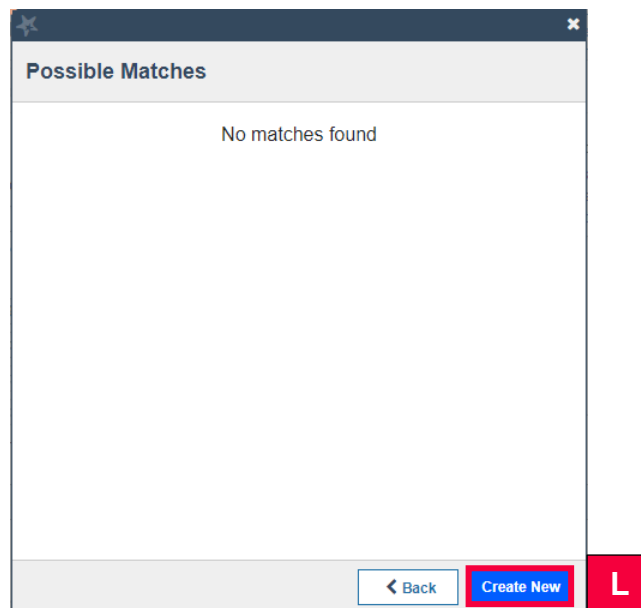


Possible Matches

Studentname example@email.com	2000-01-01	Use K
Studentname example@email.com	2000-01-01	Use

Back Create New

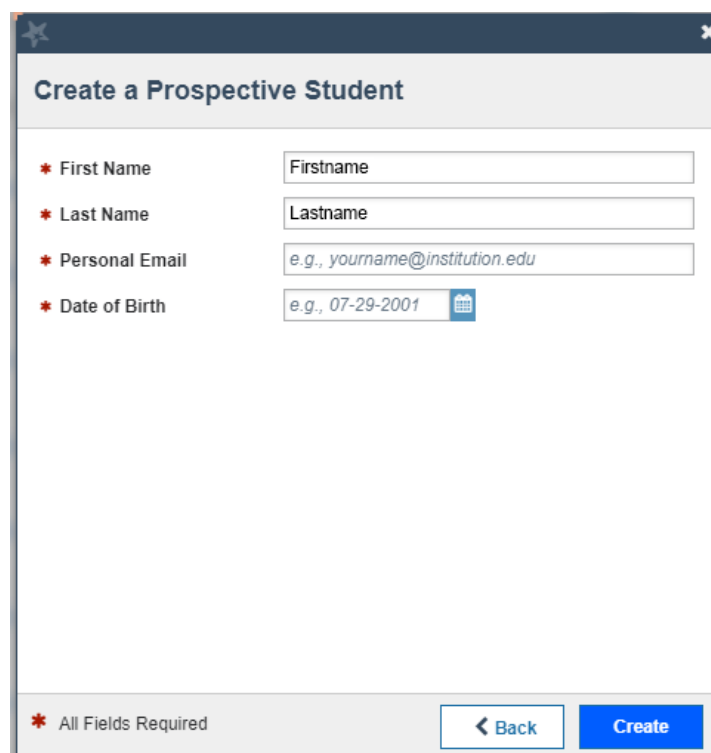
- If the search returns no results or none of the results match, click “Create New” **[L]** to add the prospective student.



A dialog box titled "Possible Matches" with a close button (X) in the top right corner. The main content area displays "No matches found". At the bottom, there are three buttons: a light blue button with a left arrow and the text "< Back", a red button with the text "Create New", and a red square button with a white letter "L".

- To add a student from “Create New,” enter all four pieces of required information (first and last names, email, and date of birth).

Note: If the student uses a different email address after we’ve begun working with them, it will create a duplicate record, so please confirm with the student that this is the email they want to use to work with EvCC.

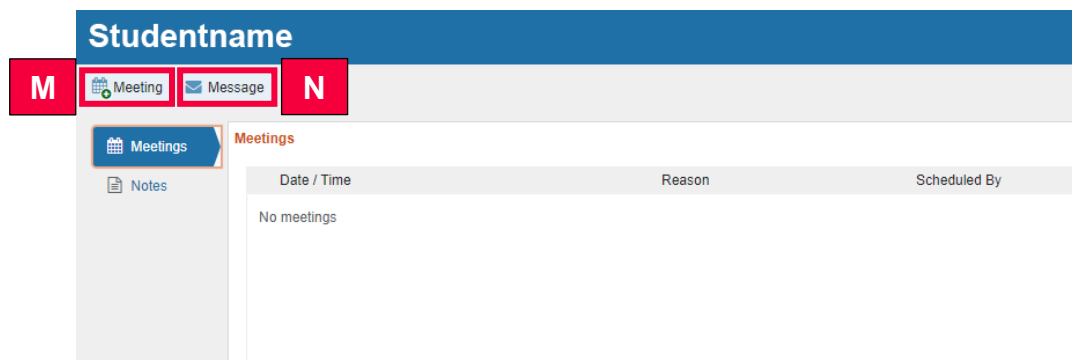


A form titled "Create a Prospective Student" with a close button (X) in the top right corner. The form contains four required fields, each marked with a red asterisk:

- First Name:** A text input field with the placeholder text "Firstname".
- Last Name:** A text input field with the placeholder text "Lastname".
- Personal Email:** A text input field with the placeholder text "e.g., yourname@institution.edu".
- Date of Birth:** A date picker field with the placeholder text "e.g., 07-29-2001" and a calendar icon.

At the bottom left, there is a red asterisk followed by the text "All Fields Required". At the bottom right, there are two buttons: a light blue button with a left arrow and the text "< Back", and a blue button with the text "Create".

8. Once you've found or created the student's record, you're ready to use Starfish to keep records. If you accessed the student via the "Appointment" button, you can use the appointment feature as usual. If you accessed the student via "My Students," you'll have the option of making an appointment via the "Meeting" button **[M]**, or sending an email via the "Message" button **[N]**.



9. The message feature works as a standard email interface. Enter the subject **[O]** and body **[P]** of the email, and click "Submit" **[Q]**. The message will then be sent to the provided email address.

The screenshot shows a "Send Message" form. At the top right, there are two buttons: "Never Mind" and "Submit". Below the buttons, there is a text area for the message body, which is highlighted with a red box and labeled "P". Above the text area, there is a text input field for the subject, which is highlighted with a red box and labeled "O". Below the subject field, there is a checkbox labeled "Send copy to yourself". At the bottom right, there are two buttons: "Never Mind" and "Submit", with a red box labeled "Q" next to the "Submit" button. A red asterisk and the text "Required fields" are located at the bottom left of the form.



10. To see all previous notes left in a prospective student's record, click the "Notes" tab [R]. You can sort notes by when they were created [S], who made them [T], and whether they're meetings or messages [U]. You can also expand an individual note to see the full details by clicking the plus sign next to the note [V]. The expanded note can be closed by clicking the minus sign [W].

Studentname

Meeting Message

Meetings

Notes [R]

Created In Term [S] Written By [T] Note Type [U]

Active Anyone Any

Type	Subject	Written By	Date
Appointment Comment	Appointment with Studentname on Date for Reason	Firstname Lastname	Today
Message	Test message	Firstname Lastname	Today

[V]

Studentname

Meeting Message

Meetings

Notes [R]

Created In Term [S] Written By [T] Note Type [U]

Active Anyone Any

Type	Subject	Written By	Date
Appointment Comment	Appointment with Studentname on Date for Reason	Firstname Lastname	Today
Message	Test message	Firstname Lastname	Today

[W]

