

## 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.

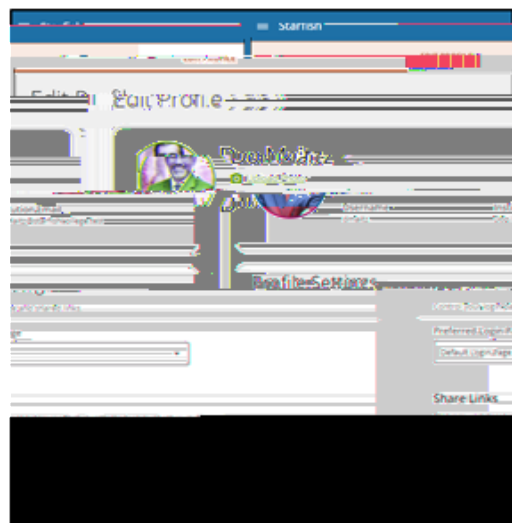
Getting started is easy. You can find the link on InsideTrack, Employee Tools, Yeshiva Success Network. It is also accessible directly at this link <https://yu.starfishsolutions.com/starfish-ops/session/casLogin.html>, YSN will automatically display all students with whom you are connected. Use your 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



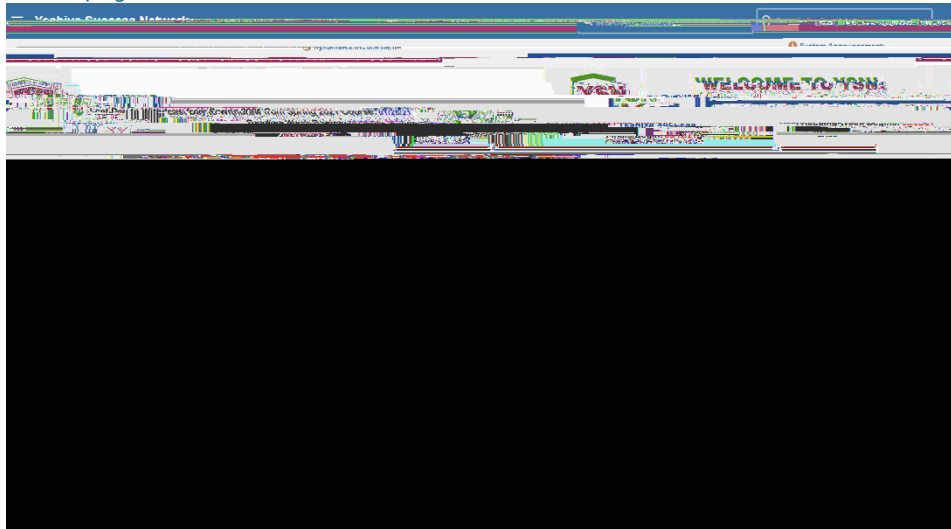
Some of your profile, such as your contact information, is imported from Banner.

1. Click on your name in the Top Navigation bar and select the  tab.
2. Help students put a face to your name by using the  link beneath your name to upload a photo. Browse to a photo file (.jpg, .png, or .gif), and then click the  button to update your photo.
3. Select the  from the  dropdown.
4. Toggle the  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  is correct.
6. Double check that the  selected matches your time zone. This time zone will be used when including appointment times in emails from Starfish.

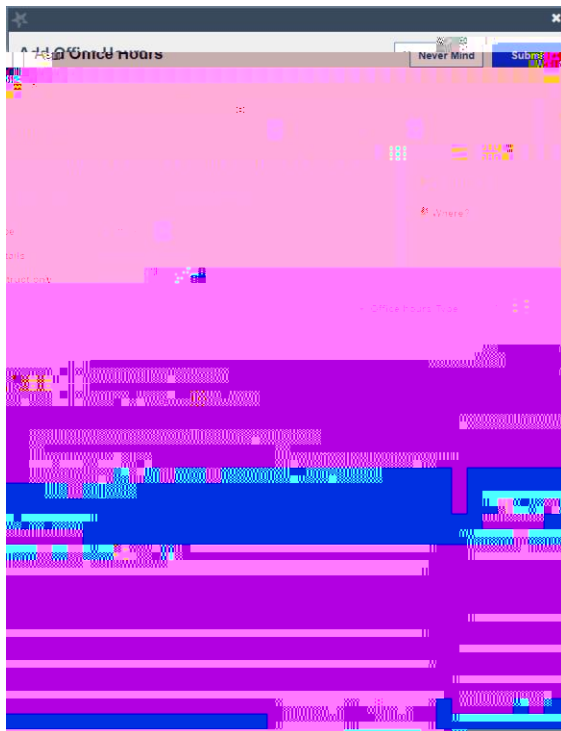




## Setup your Office Hours



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 " \_\_\_\_\_ " 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:

- check the boxes for each day.

- enter a start and end time.

- select the type of setting and enter the location in the field provided (e.g. the building and room number of your office). If relevant, provide a contact name for students who make appointments with you.

Use