



New Users Training Packet

1. How to access and log in to LMC Connect
2. How to set up your profile
3. How to set up your appointment preferences
4. How to set up your notification preferences
5. How to set up your office hours
6. How to view your rosters

Questions?

Website: www.losmedanos.edu/lmconnect

Email: LMCConnect@losmedanos.edu



How to access and log in to LMC Connect

Option 1: Log in through Canvas (click “Starfish” tab in Canvas)

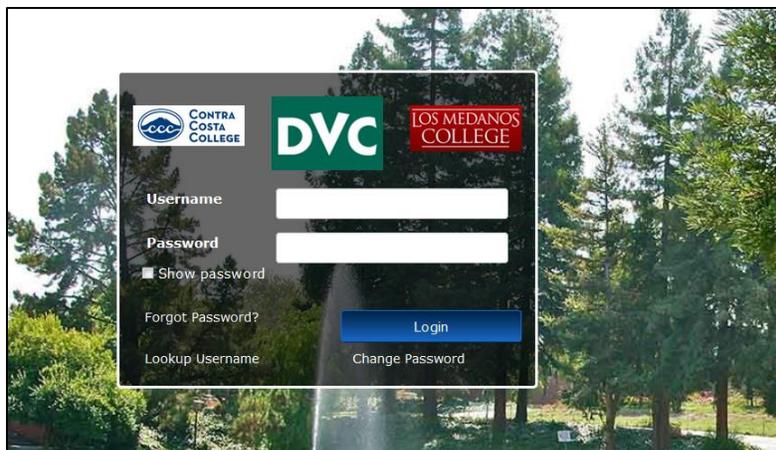
Option 2: Log in through the LMC Connect webpage: www.losmedanos.edu/lmconnect



Click “Access LMC Connect HERE”

Access LMC Connect HERE!

Log in using your 4CD credentials



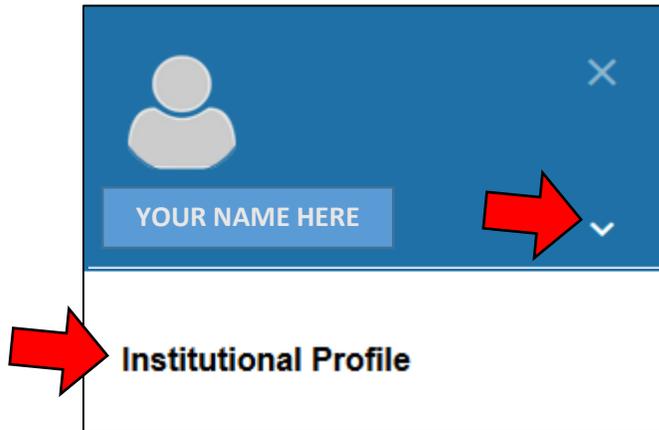


How to set up your profile

1. **Log in to LMC Connect** –see “How to log in to LMC Connect” for more instructions
2. Click the **drop down menu** at the top of the page (box with 3 lines next to the word Starfish)



3. From the menu, click the down arrow next to your name then click “Institutional Profile”



First/Last Name [Last Login: undefined]

Login Page: Default Login Page

Title: _____

Contact Information

Login: _____ Institution Email: _____

Phone: _____ Alternate Email: none@4cd.edu

Cell Phone: _____ Video Phone: _____

Send my correspondence to: Institution Email Alternate Email Both

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

General Overview

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

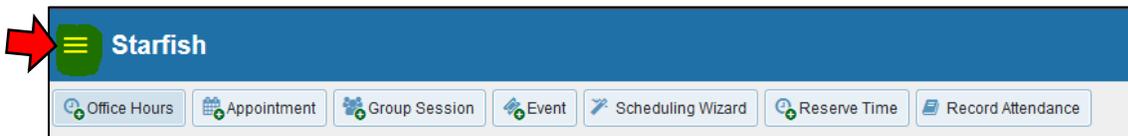
My Biography

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

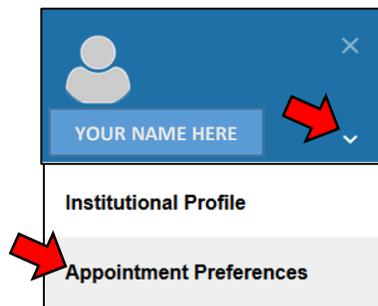


How to set up your appointment preferences

1. Log in to LMC Connect –see “How to log in to LMC Connect” for more instructions
2. Click the **Starfish** menu at the top of the page (box with 3 lines next to the word Starfish)



3. From the menu, click the down arrow next to your name then click “**Appointment Preferences**”



4. Enter your preferences

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length: 15 minutes

Scheduling deadline:

- None
- 5:00 pm the day before the office hours
- 9:00 am the day of the office hours
- 1 hour(s) before the office hours

Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

+ Add Location

Type	Name	Instructions
Elsewhere	Conference Room SS3-332	Check in at EOPS front desk
Office	SSC- 127	Check in at the front desk

Calendar Managers

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

+ Add Calendar Manager

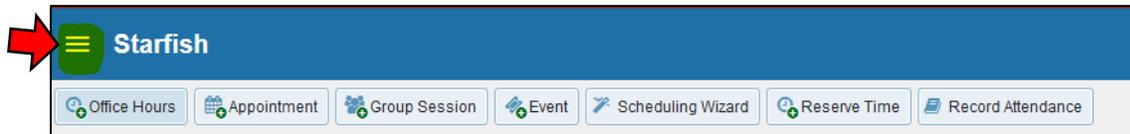
Calendar Manager

No calendar managers selected

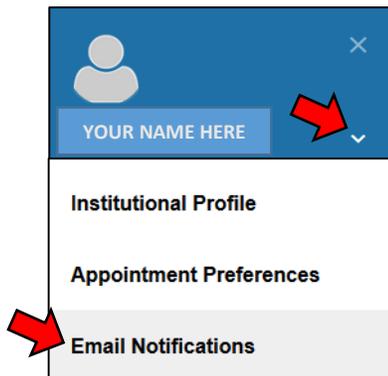


How to set up your notification preferences

1. Click the **drop down menu** at the top of the page (box with 3 lines next to the word Starfish)



2. From the menu, click the down arrow next to your name then click **“Email Notification”**



3. Enter your preferences

Appointments Notifications

Planning Reminders send me a separate email reminder for each appointment
 send one email reminder with all appointments
 don't send me an email reminder
Send Planning Reminders: 9:00 am the day of the appointments

Appointment Alerts: Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:
 change to my appointments change to my Office Hours/Group Sessions

Success Network Updates: Send me a weekly status update about my Success Network

Summary Emails

Send me a summary email of all tracking item and appointment activity:

Daily at 2:00 am
 Weekly on Monday at 9:00 am

Tracking Item Notifications

Send me an immediate email whenever: an item is raised an item is cleared an item is assigned to me



How to set up your office hours

NOTE: Setting up your office hours will allow students to make appointments with you through LMC Connect. An outlook reminder will be sent to you regarding your office hours. You will also receive an email notification if a student schedules an appointment.

1. **Log in to LMC Connect** –see “How to log in to LMC Connect” for more instructions
2. If it’s your first time logging into LMC Connect, the **Office Hours Setup Wizard** will be the default page

Starfish provides a simple and efficient way for people on campus to schedule time with one another, whether that time is face-to-face, over the phone, or even online. All you have to do to get up and running in Starfish is complete the information on the right, which lets people know when you will be available during the term. Then others on campus will be able to schedule appointments with you electronically. It's that easy!

Once you've signed up, you can elect to receive email notifications informing you about your upcoming meetings. Each notice will include the reason for the visit, the person's picture if available, and a link to their profile.

A well-connected campus is a better campus, so start using Starfish now!

Office Hours Setup Wizard
If your office hours don't repeat weekly, [click here](#).

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?
 M T W T F S S

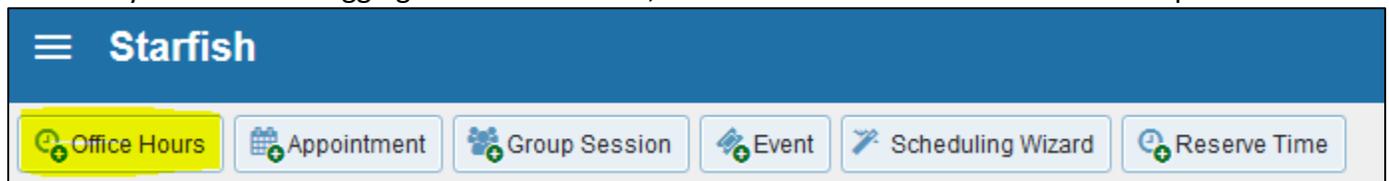
2. What time are your office hours?
Enter Start Time to Enter End Time

3. Where are they?
Type: in an office
Details: Enter an office location
Instructions: Knock once and enter

Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

Close Set up Office Hours

3. If it’s not your first time logging into LMC Connect, click the “Office Hours” link from the top menu



Add Office Hours Never Mind Submit

* Title: Office Hours

* What day(s)? Weekly Repeats every 1 week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? Enter Start Time to Enter End Time

* Where? SSC-127
Check in at the front desk

After adding your office hours, you will also receive an Outlook reminder for your calendar.



How to check your roster

1. **Log in to LMC Connect** –see “How to log in to LMC Connect” for more instructions
2. Click the **drop down menu** at the top of the page (box with 3 lines next to the word Starfish)



3. From the menu, click **“Students”** – this will show you all students with whom you have a connection
4. To view only students in specific classes or programs, use the **connection filter**.

The screenshot shows the Starfish interface with the 'My Students' tab selected. The top navigation bar includes 'Starfish' and a menu icon. Below the navigation bar are tabs for 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. A row of action buttons includes 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. The main content area features a search bar labeled 'Search' with the placeholder text 'Student Name, Username, or ID' and a 'Go' button. To the right of the search bar is a 'Connection' dropdown menu with a list of options: 'All My Students', 'All My Students', 'CalWORKs Office Counselor', 'Instructor', 'LMC EOPS/CARE/CALWORKS', and 'Career & Life Planning COUNS-036-1463-2018FA'. Below the search bar is a table of student records with columns for 'Name' and 'Email'. The table contains three rows of data:

Name	Email
<input type="checkbox"/> Javier A	jcanal
<input type="checkbox"/> Mosa A	ma17
<input type="checkbox"/> Romina A	ra548