Student Guide to Receiving Notifications and Texts From Starfish

*Use this information to set up your Starfish platform for adequate notification abilities*

**Log into Starfish**
- Visit [www.bakersfieldcollege.edu](http://www.bakersfieldcollege.edu) log into “insideBC”
- Click on “Tools”
- Click on “Starfish”

**Set ability to receive Text message notifications**
This would happen through an alternate email address of your cell number at your wireless provider’s destination for example: [6615551234@vtext.com](mailto:6615551234@vtext.com) (this is fake however demonstrates a Verizon cell number with the ability to receive text message notifications from Starfish)

- Click on the three bars in upper left hand corner which is the menu
- Click on “<your name>”
- Click on “Profile”
- Click on “cell phone icon”
- Write down the appropriate text notification address for your wireless provider
  - e.g. if you have Verizon as your carrier you would use @vtext.com after your cell number as your alternate email address

**Step 1:**
Enter your alternate email (cell + carrier) into the “Alternate Email” field

**Step 2:**
Click the check box for “Email Preference” to ensure notifications are sent to both your email and your cell
**Set ability to receive notifications about counseling/advising appointments**

When a counseling/advising appointment is scheduled through Starfish a calendar notification will be sent to your email. **IF** you click deny or delete it will cancel your appointment. It is **important** that you do not delete these notifications. Finally, this section will guide you through how to set up an email notification for your appointments.

- Click on the three bars in upper left hand corner which is the menu
- Click on “<your name>”
- Click on “Profile”
- Scroll to the bottom and select appropriate settings to receive email notifications for appointments