MyOHIO Success Network Quick Look
Your Profile and Office Hours

Your Profile
Click your name to open your Starfish Profile. Update your info for:
- **Institutional Profile**: Contact information, photo, bio. (info students see)
- **Appointment Preferences**: Appt. defaults, Locations, Calendar Managers
- **Email Notifications**: Appt. email (iCals) and tracking item email options

How do I change how I am emailed by MyOHIO Success Network?
Starfish will email you a calendar item for each appointment and a summary of flag activity for your students. Use the **Email Notifications** tab of your **Profile** to modify details of how and when you receive these notifications. For more information see:
- Update how you are emailed about Flags To-Dos and Referrals
- Update how you are emailed about Appointments

Office Hours
Select **Add Office Hours** to create single or recurring set of office hours.

Tips on completing the **Add Office Hours** form:
- **Title**: Displays on your calendar to distinguish sets of office hours.
- **Where?**: Options are added via Profile > Appointment Preferences tab.
- **Office Hour Type**: If you are using a Kiosk, use Scheduled and Walk-ins.
- **Appointment Types**: Use to limit an office hour block to one meeting type i.e. Advising.

- **Edit/Cancel a series** of office hours from the **Agenda** view. Hover over this icon to edit the frequency, time of day, locations, office hour types, minimum and maximum duration of appointments, appointment types, instructions, or start/end date of the series.
- **Edit/Cancel individual occurrences** from the **Day** view of the calendar. Hover over this icon to display a pop up card from which you can take additional actions.

**Important Note:**
Once an office hour block is saved, you will **not** be able to edit weekdays on which it occurs or type of frequency (e.g. weekly).