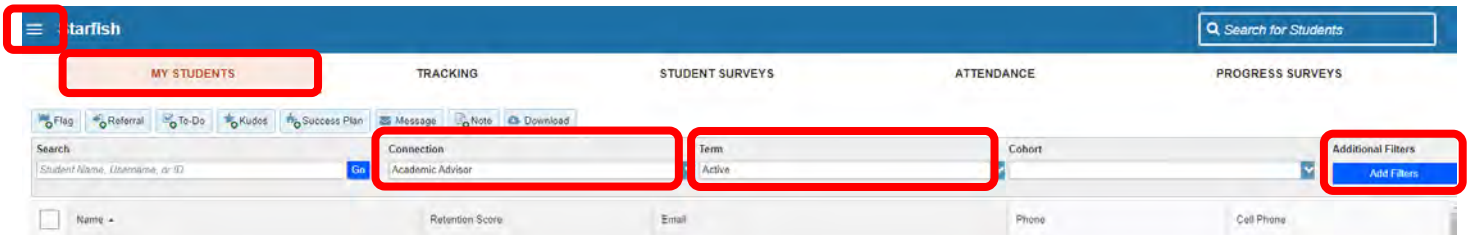


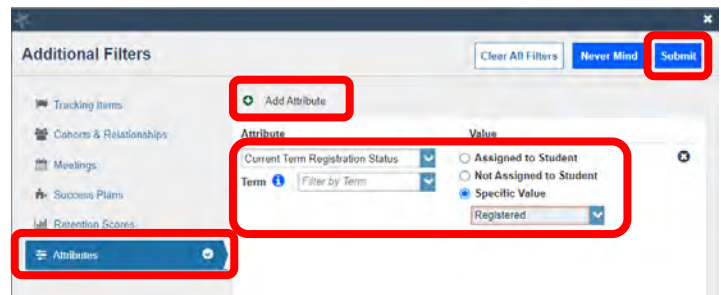


## How to Filter Your Advisees using Starfish (a/o 4/1/24)

- Log into **My.PennWest.edu** and from the **Starfish** tile click Sign In.
- Once logged in, click the ☰ menu icon in the top left.
- Click **Students** and select the **My Students Tab**. Be sure all filters are cleared.
- Set **Term** to **Active, All or Ongoing** first.
- Under **Connection**, select **Academic or Secondary Advisor**. (This will display all of your current advisees. We now must filter in order to identify the students who are currently enrolled).
- On the right side, click **Add filters**. An **Additional Filters** pop-up box will appear.



- Click **Attributes**.
- Click **Add Attributes**
- Select **Current Term Registration Status**.
- **Term** stays blank.
- Select **Specific Value**.
- Select **Registered**.
- Click **Submit**.



- Next, from the Term area, select Active and the Academic Advisor and Secondary Advisor role will become visible under Connection. Fill in the boxes and click **Submit**.

- From Connection select **Academic Advisor** or **Secondary Advisor**. These roles only appear when the term is set to Active, All or Ongoing.
- This will pull up your current Primary and Secondary Advisees in SF. If this list is incorrect, the change must be made in Banner and will reflect in Starfish the next day.

- From this screen, you can send a Note or raise a tracking item on all of your advisees all at once or select specific advisees you want to reach out to.

