

## Using Direct Links Guide

Direct Links allow for you to link Starfish users to specific pages within Starfish. More specifically, if a user clicks on a Direct Link, they will first authenticate with their RIT credentials. The Direct Link URL is maintained and the user is sent to the specified page, rather than the Starfish main landing page. Thus, eliminating the need to navigate to find the page within Starfish. There are several uses for Direct Links, they can be inserted into Starfish email templates, individual messages or alerts, and external applications, such as email signatures and websites.

### Specific ways for you to use Direct Links:

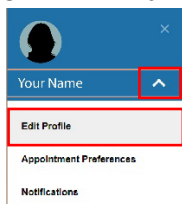
- Include your direct link in your email signature, bringing them directly to your Starfish calendar
- Provide your calendar manager with your direct link to email students to schedule directly with you
- Post a link on a website to view your profile or schedule with you

### Additional uses for Direct Links:

- Provide instructors direct access to Academic Progress Reports

## Locating and Using Your Personal Direct Links

1. Once in Starfish click on the **menu button** in the top left corner of the screen.
2. Click on the **arrow** next to **Your Name**, then select **Edit Profile**.



3. In the **Edit Profile** tab, in the **Profile Settings** box, scroll to the **Share Links** section.
4. In the **Share Links** sections there are a two options available for using a direct link. The first option is for scheduling appointments, the second is to view your profile in Starfish.

#### a. Scheduling:

To share a direct link for scheduling, press the **Copy URL to clipboard** button. Then paste (Ctrl + V) the URL in an email, email signature, a non-Starfish web page, or anywhere else you could post a link. Please note: students who receive a URL will only be able to use it if they have an established relationship that allows for scheduling with you in Starfish.

*Advisors are not currently linked to the Service Catalog.  
Disregard the last two slide buttons in the Share links section.*

#### b. View Profile:

To share a direct link to your profile in Starfish, press the **Copy URL to clipboard** button. Then paste (Ctrl + V) the URL where a student will be able to access and connect with you. Please note: students who receive a URL will only be able to use it if they have an established relationship that allows for viewing your profile in Starfish.

*The slide button in this section is if you are attached to a service within Starfish. At this time only Co-Op and Career Services is established as a service within Starfish*

