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## ROOSUCCESS: HOW TO SET UP YOUR PROFILE

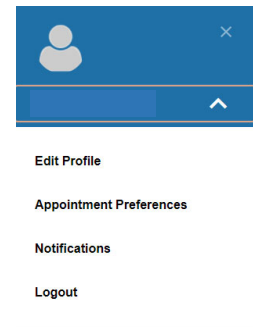
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### Link to RooSuccess

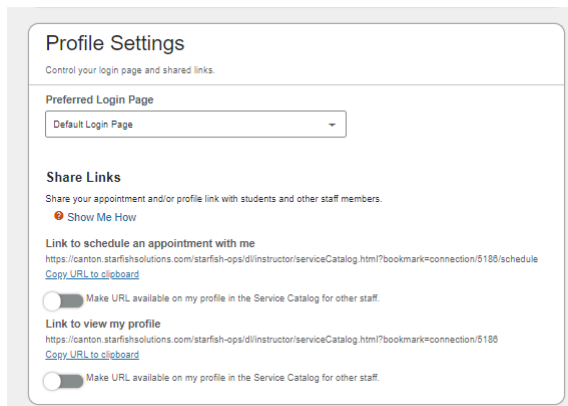
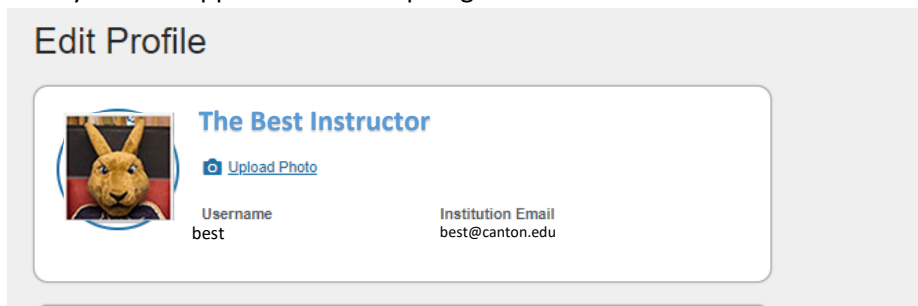
- 1) Login to RooSuccess using the same NetId and password that you use for your email and Blackboard.
- 2) On the first login, find the RooSuccess and menu options in the top left corner and click on the menu icon:



- 3) Click on the little down arrow next to your name so that the menu looks like this. Then click on Institutional Profile:



- 4) This is the Edit Profile tab. The instructions at the top of this page say to fill this out as much as possible. Do NOT add a title - this will allow RooSuccess to tailor your title to your connection to students (Instructor vs. Advisor). If you add your current title, that will override your connection in the student view. **Leave Cell Phone and Alternate Email blank** unless you want students to have those. Also notice that this is where you can find the link directly to your appointment schedule. Come back once you have appointment set up to grab that link.



- 5) **Appointment Preferences can be set up at any time IF you plan to allow students to make appointments with you** via RooSuccess. Set up multiple locations if you choose (this includes the ability to meet with students in person vs. via phone or online – set each method up as its own location). Add Calendar Managers if there are other people who you want to be able to have access to your calendar.

Name	Type
Online using BB Collaborate <b>Instructions</b> Here is the link for our appointment: <a href="https://us.bbcollab.com/guest/580979471e974be0a8ff2ea8fb70ded">https://us.bbcollab.com/guest/580979471e974be0a8ff2ea8fb70ded</a>	Online
By phone <b>Instructions</b> Please let me know what number to call you at	Phone
Web based using Microsoft Teams <b>Instructions</b> Click this link to open Teams: <a href="https://teams.microsoft.com/l/chat/0/0?users=taverniers@canton.edu">https://teams.microsoft.com/l/chat/0/0?users=taverniers@canton.edu</a>	Online
via email <b>Instructions</b> Use this type when conversations occurred over email	Online
MCC 224 <b>Instructions</b> In the Ready Center. Please sign in at the front counter	Office

- 6) **PLEASE review your email notification preferences.** You can choose how often RooSuccess contacts you. You might want to do one email per day for appointments and one for Flags as a good starting point.

**Appointments**  
Customize appointment notification preferences.

**Planning Reminders**  
Choose how you want to receive reminders about your appointments.


Don't send me planning reminders  
 Send me a notification individually for each appointment  
 Send me a digest of all appointments

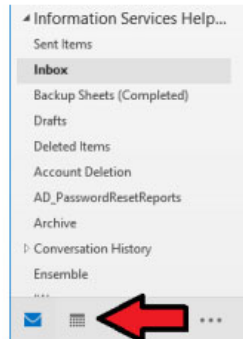
**Alert Reminders**  
Specify whether you want an alert just before the appointment starts.

Notify me **before the start**  
15 minutes

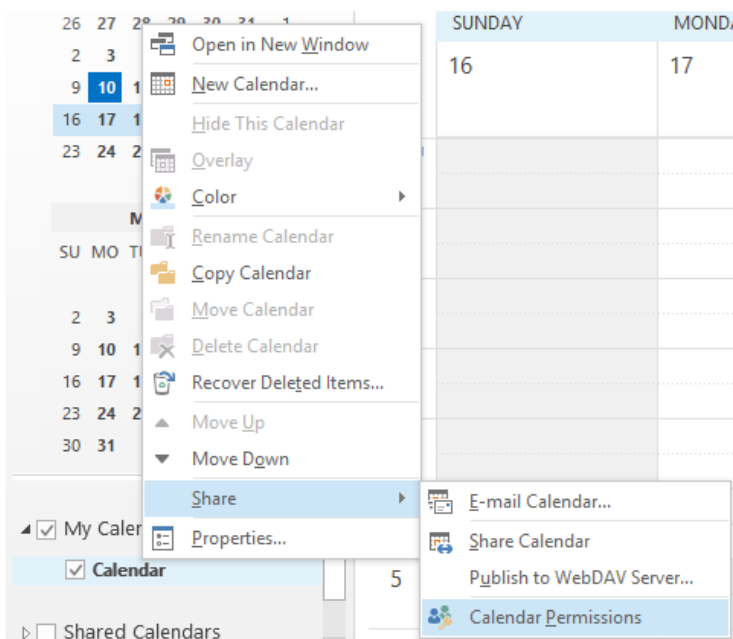
# SYNC your RooSuccess and your Outlook Calendars

IF you want to SYNC your Outlook calendar with your RooSuccess calendar, you need to follow a few extra steps. This will pay off!

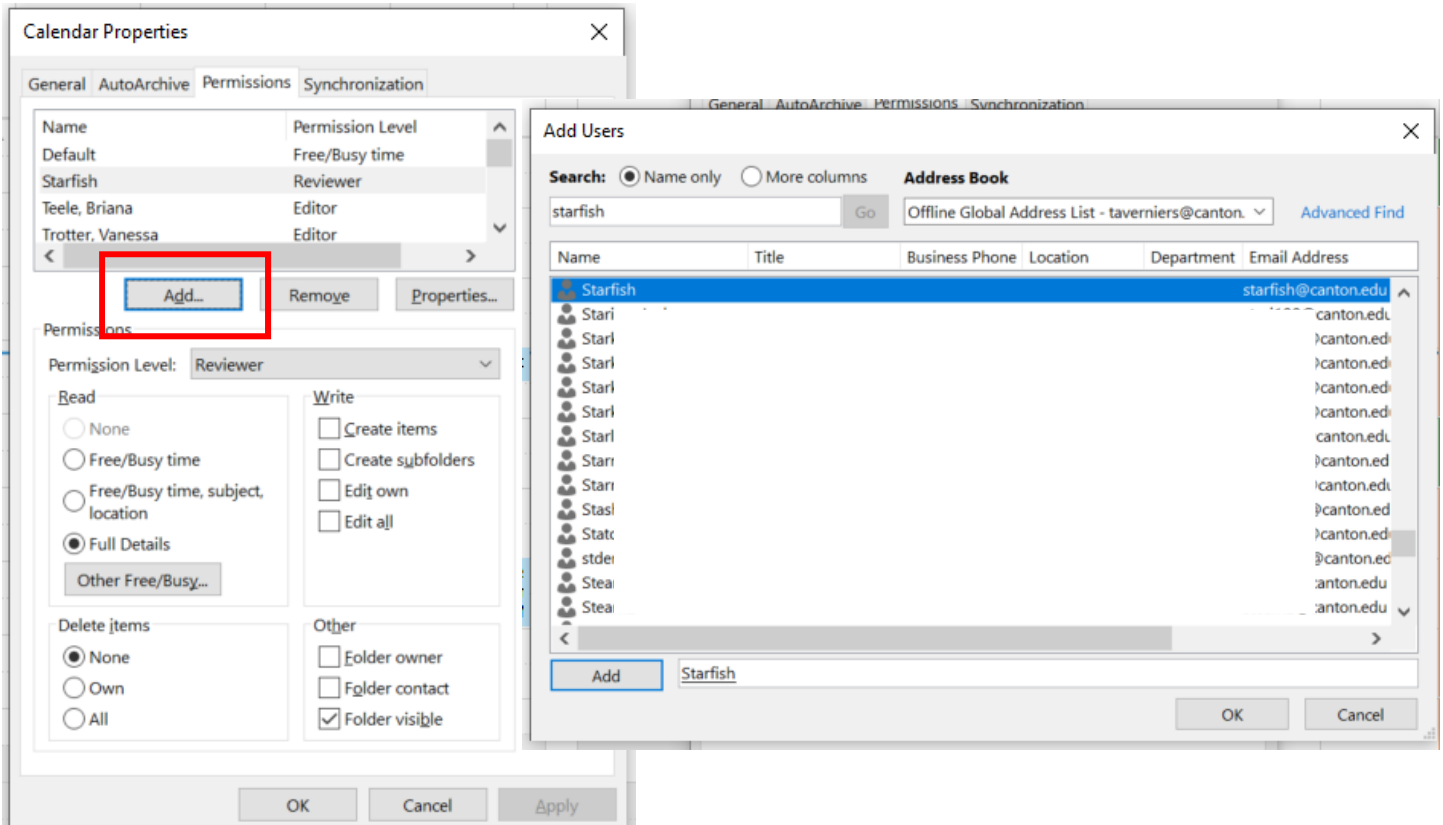
- 1) Log into your email account using Outlook. 
- 2) Go to the calendar view:



- 3) Under “My Calendar” , right click on your calendar, then Share then Calendar Permissions:

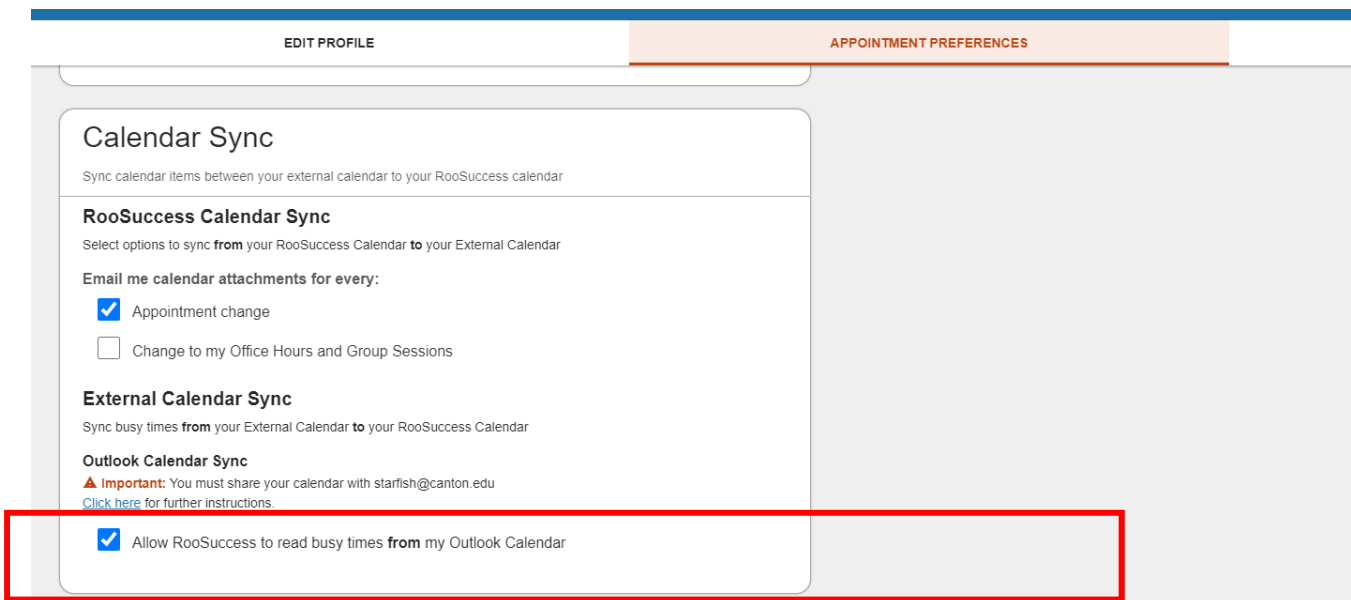


- 4) In Calendar Properties, click Add button, in that menu type in “Starfish”, select from the menu and click on Add:



5) You can select Reviewer for the Permission Level and then click Apply.

Once Starfish shows up under your “Shared Calendars”, go back to RooSuccess, go to Email Notifications under your profile and click the box that says “Read busy times from my external Exchange calendar”



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[Attendance](#) | [Kudos, System Flags, Referrals and To-Do's](#)