Getting Started with MavConnect

Introduction to MavCONNECT

The MavCONNECT by Starfish® Enterprise Success Platform™ is the suite of academic advising tools selected by Minnesota State, Mankato to integrate with our Student Information System (ISRS) to deliver advising notes, student progress surveys, and online scheduling of advising appointments. MavCONNECT works on a Role - Relationship basis between students, faculty, and advisors.
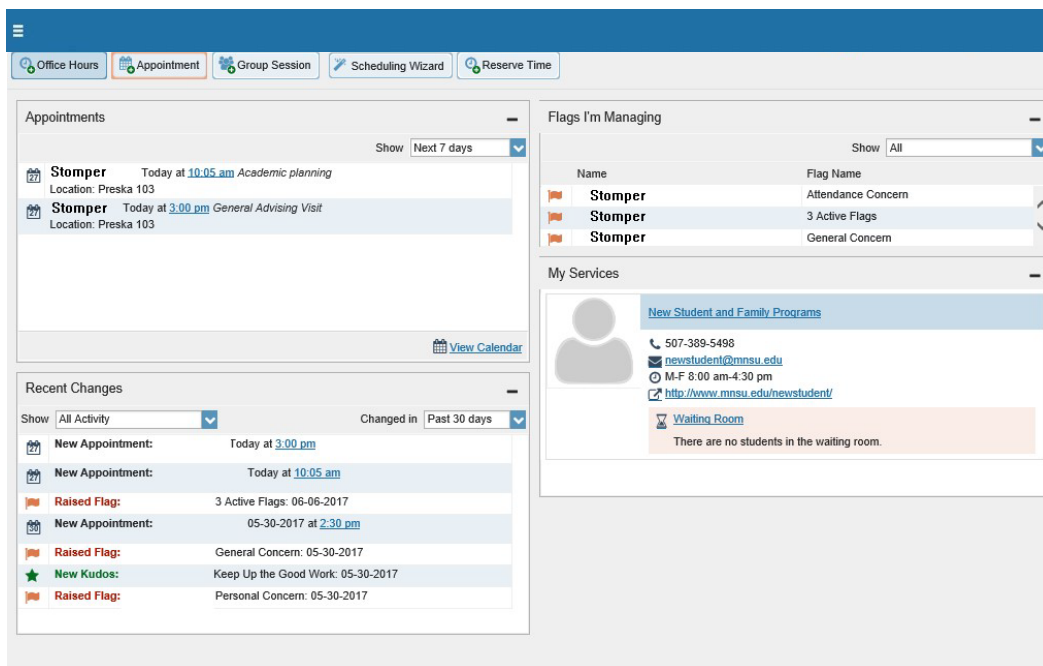
Logging into MavCONNECT

1. Open a web browser and navigate to www.mnsu.edu/mavconnect and click login
2. Enter your StarID and Password

MavCONNECT Homepage

The Home page shows your dashboard, which shows the upcoming appointments, recent changes, and services to which you are connected.

The three-line icon allows you to navigate to additional MavCONNECT functions.

Your Profile

Updating your profile, appointment, and email preferences is the first step all users should take in MavCONNECT, even if you have no plans to use other MavCONNECT functions. This information will be used by students to help them contact you by your preferred method, and will allow you to limit the emails you receive from MavCONNECT.

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Updating your Profile

Your basic profile information is imported from our Student Information System (ISRS). This information can be supplemented with a photo, additional email addresses, and telephone numbers. Use this area to share basic biographical and contact details.

1. Click **the three-line icon** on the top navigation bar of the MavCONNECT homepage
2. Select **Institutional Profile**
3. Click **Upload Photo** link
4. Browse to the **photo** on your computer
5. Click the **Upload Now** button
6. Add **additional contact information**
7. Select the **Time Zone**
8. Add information to the **General Overview** in the **My Biography** sections and click **Submit**

NOTE: If any of the information pre-populated in your profile is incorrect, please work with your Human Resources representative to correct this information in their system, as their system will overwrite changes made in MavCONNECT.
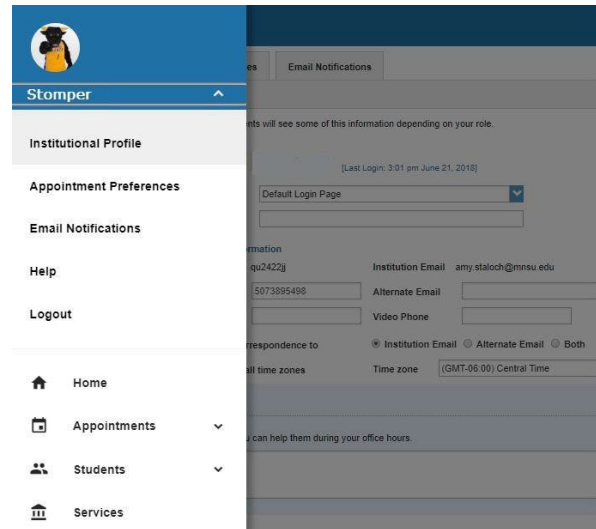
Appointment Preferences

If you will make your office hours visible to students, add at least one location. If you plan to make appointment times available to students to schedule online, you can set a deadline for how far in advance students may schedule.

1. Click **the three-line icon** on the top navigation bar of the MavCONNECT homepage
2. Select **Appointment Preferences**
3. Select your **minimum appointment length**
4. Set a **scheduling deadline** for students, if desired
5. Under **My Locations**, add at least one place where you will schedule meetings
6. Under **Calendar Managers**, add any other MavCONNECT user who will have the ability to manage your MavConnect calendar
7. Click the **Submit button**

You are able to sync your Outlook calendar with your MavCONNECT calendar. Please email mavconnect@mnsu.edu to request this set up for your account.

Email Notifications

By default, MavCONNECT will send you email notifications about appointments. If you are an assigned adviser, you may also receive notifications about items raised in an instructor's Midterm Reports. You can change your notification settings under your profile.

1. Click **the three-line icon** on the top navigation bar of the MavCONNECT homepage
2. Select the **Email Notifications**
3. Under **Appointment Notifications**, choose your preferences
4. Under **Summary Emails**, choose your preferences for how often, if at all, MavCONNECT emails you summaries of new tracking items and appointment activity
5. Under **Tracking Item Notifications**, choose your preferences for how often, if at all, MavCONNECT emails you about new tracking items
6. Click the **Submit** button at the top or bottom of the page to save your updates

NOTE: Tracking items marked with an exclamation point will override your notification preferences.