



**SANTA ANA**  

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**C O L L E G E**

Starfish  
Filtering for Underage Students

February 8, 2024

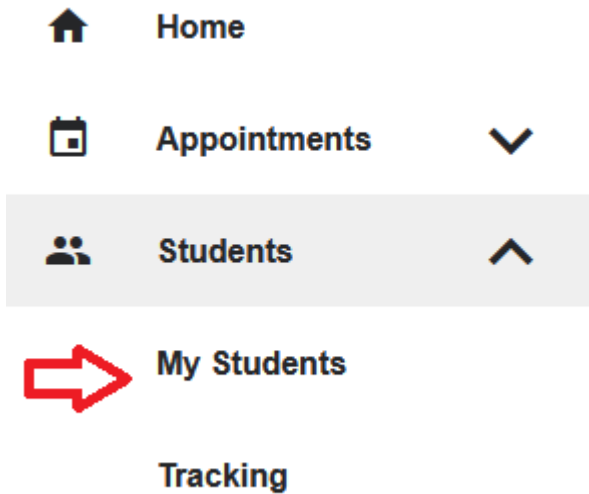
This document provides instructions on how to filter for Underage Students in [Starfish](#). Only students that are under the age of 18 will be displayed when this filter is enabled.

## Step 1: Go to the *My Students* tab.

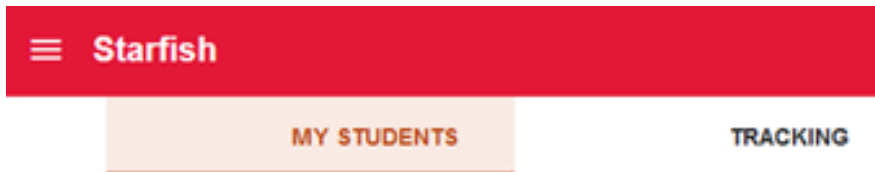
Open the main menu in the top left:



Expand the *Students* option to select *My Students*:



The *My Students* tab will be shaded red indicating that it is selected:

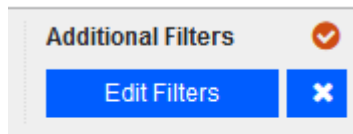


## Step 2: Go to the *Organization(s)* filter window.

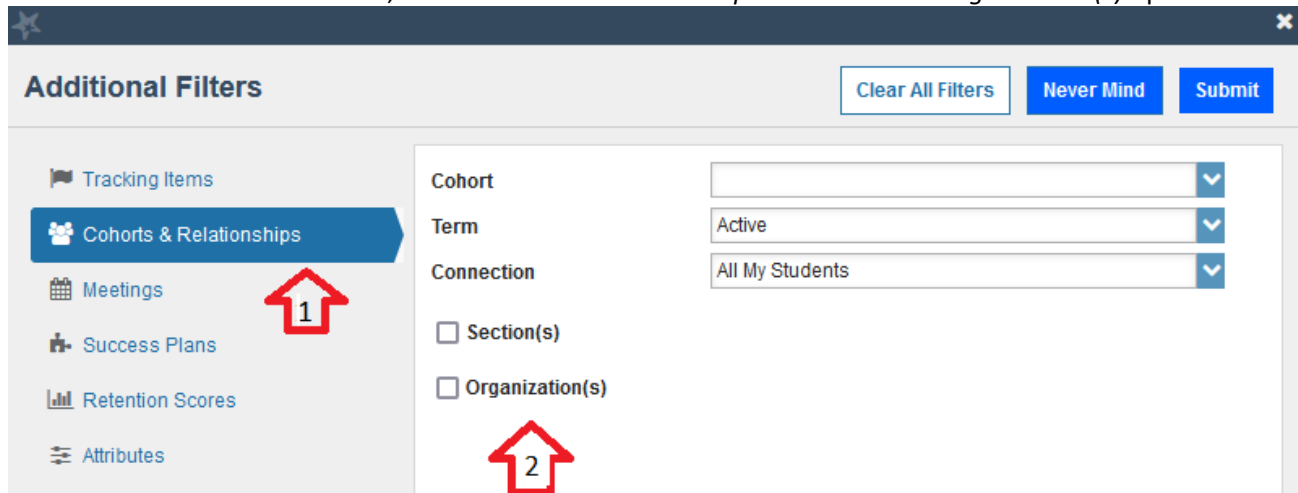
Select the button on the right of the window to *Add Filters*:



Note: previously applied filters will be indicated by a red check and the *Edit Filters* button will be displayed instead of *Add Filters* as shown below. You may remove all previously selected filters by pressing the x button:



In the *Additional Filters* window, select *Cohorts & Relationships* and check the *Organization(s)* option:



### Step 3: Select the Underage filter.

In the *Find Organizations* dialog box, type “Underage” and select the *Search* button:

The screenshot shows the 'Additional Filters' dialog box. On the left is a sidebar with navigation options: Tracking Items, Cohorts & Relationships (selected), Meetings, Success Plans, Retention Scores, and Attributes. The main area has filter settings for Cohort, Term, and Connection. Below these, the 'Organization(s)' checkbox is checked. A 'Find Organizations' search bar contains the text 'Underage', and the 'Search' button is circled in red. Below the search bar, a list of search results is shown, including 'Athletics (1ATHL)', 'STEM Core (1B2EN)', 'CALWORKs (1CALW)', and several 'CAP' items. The 'Selected Organizations' area is currently empty.

Select the **Student Underage** organization and move it to the right:

This close-up shows the search results for 'Underage'. The search bar contains 'Underage' and the 'Search' button is visible. Below the search bar, it says 'Search Results: 1 results'. The result 'Student Underage (1UAGE)' is highlighted. A red arrow points to the right arrow button next to the result, indicating the action to move it to the 'Selected Organizations' list.

Use the *Submit* button at the top or bottom of the window to apply the filter:

This screenshot shows the 'Additional Filters' dialog box after the filter has been applied. The 'Submit' button at the top right is circled in red. The search results list is now empty, and the 'Selected Organizations' list contains one item: 'Student Underage (1UAGE)'. The 'Organization(s)' checkbox remains checked.