Scheduling Online Appointments

1. Log into Blackboard

2. Click the link to Starfish

3. In the “My Success Network” click “See available appointments” underneath the name of your advisor*

4. Choose the available time that fits your schedule by clicking “Sign Up”

Need Help?

Contact:
Advising Resources
Office of the University Registrar
513-556-5422
advhelp@uc.edu

*if your advisor has provided office hours
5. Choose your appointment type and write a short description then click “Submit”

6. You can see your upcoming appointments from the Starfish home screen

7. Finally, you can edit or cancel your appointment using the calendar tool button