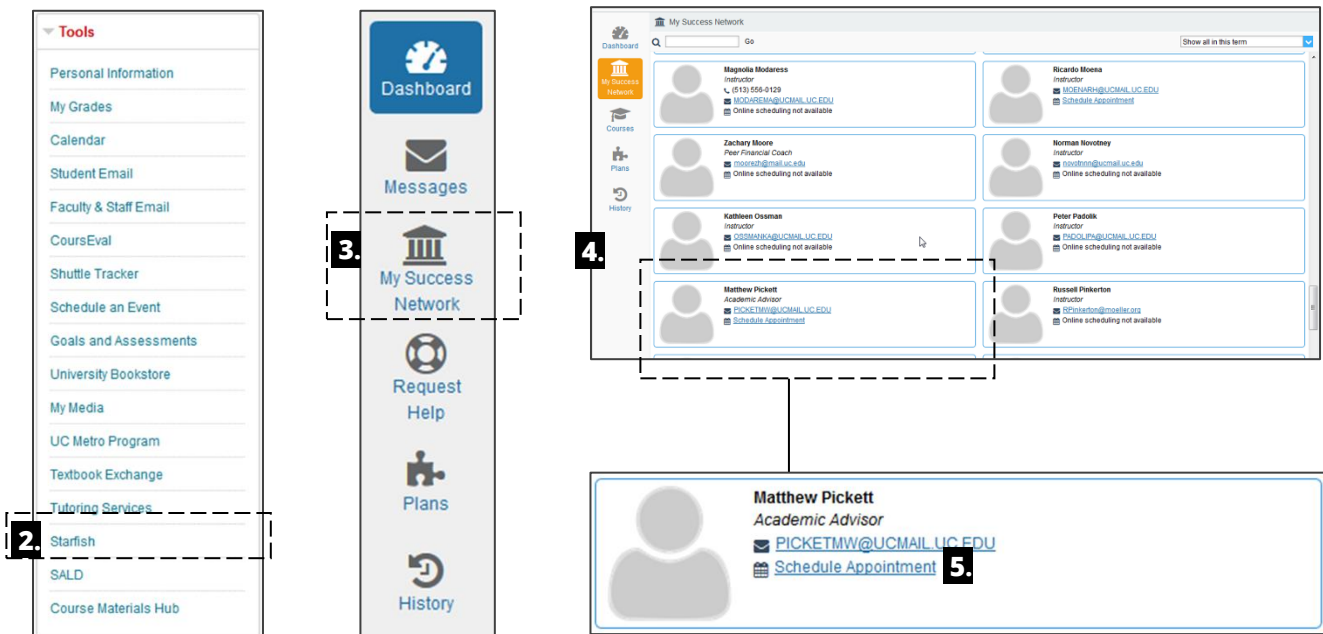
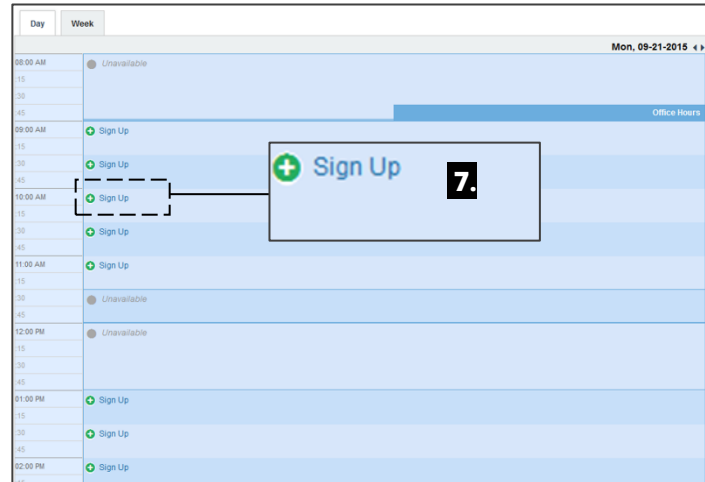
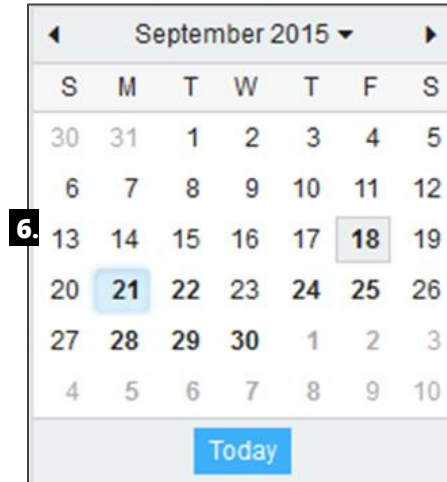


How to Schedule an Appointment

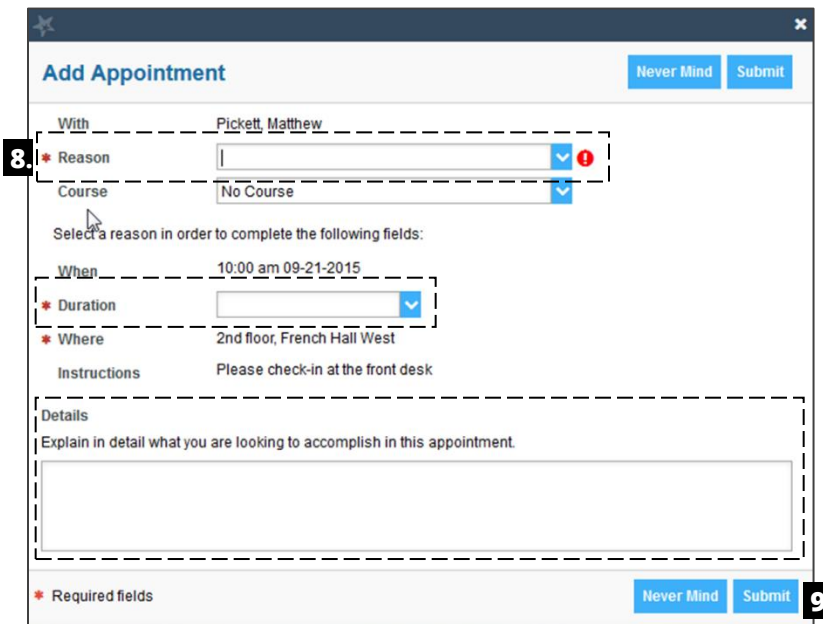
1. Go to **canopy.uc.edu** and log-in with your UC username and password.
2. Under **Tools** on the left-side of the page, click **Starfish**.
3. Choose **My Success Network** from the left-hand navigation bar.
4. Find your advising center or advisor from the list.
5. Click **Schedule Appointment**.



- Pick an available date (in bold) from the left-hand calendar.
- Choose an available time and click **Sign Up**.



- Choose **Reason** and **Duration** and write a brief explanation.
- To finish, click **Submit**.



8.

Add Appointment Never Mind Submit

With Pickett, Matthew

* Reason [dropdown] [red error icon]

Course No Course

Select a reason in order to complete the following fields:

When 10:00 am 09-21-2015

* Duration [dropdown]

* Where 2nd floor, French Hall West

Instructions Please check-in at the front desk

Details

Explain in detail what you are looking to accomplish in this appointment.

[text area]

* Required fields Never Mind Submit 9.

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