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**.
6. Pick an available date (in bold) from the left-hand calendar.

7. Choose an available time and click **Sign Up**.

8. Choose **Reason** and **Duration** and write a brief explanation.

9. To finish, click **Submit**.

---

*The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The complete Notice of Nondiscrimination can be found at [http://www.uc.edu/about/policies/non-discrimination.html](http://www.uc.edu/about/policies/non-discrimination.html).*