1. Log into **Blackboard**

2. Under **Tools**, click the **Starfish** link

3. Choose **My Success Network** from the left-hand navigation bar

**Need help?** Call 513-556-2192 or send an email to starfishhelp@uc.edu
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**

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

9 To finish, click **Submit**

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