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**.

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