Student Guide:
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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