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 the appropriate individual you would like to make an appointment with and select the arrow next to his or her name.
4. Select Schedule. If the Schedule option does not appear, then this individual does not utilize Starfish for online Scheduling.
5. Select the down arrow next to your appointment type and select the reason for your appointment. Once you have your reason selected, click Continue. Note- appointment types and reasons will be determined by the individual that you are scheduling with so options will vary.
6. Choose an available time that works for you and click **Continue**. At any point you can change the dates selected to show a wider range. If you are seeing no available appointments, continue to look in the future.

![Schedule Appointment](image)

7. Review details for accuracy. You will want to put a more detailed description of why you are making an appointment in the text box provided. Once Complete, select **Confirm**.

![Schedule Appointment](image)

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