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 the person (or service) you would like to schedule with from the list. This can include an academic advisor, instructor, peer leader, etc.
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**.

![Calendar Image](image1)

![Sign Up Image](image2)

8. Choose **Reason** and **Duration** and write a brief explanation.
9. To finish, click **Submit**.

![Add Appointment Image](image3)

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