Scheduling Online Appointments

1. Log into Blackboard

   ![Login to Blackboard](image)

2. Click the link to Starfish

   ![Click the link to Starfish](image)

3. In the “My Success Network” click “See available appointments” underneath the name of your advisor*

   ![My Success Network](image)

4. Choose the available time that fits your schedule by clicking “Sign Up”

   ![Choose available time](image)

*if your advisor has provided office hours

Need Help?

Contact:
Advising Resources
Office of the University Registrar
513-556-5422
advhelp@uc.edu

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5. Choose your appointment type and write a short description then click “Submit”

6. You can see your upcoming appointments from the Starfish home screen

7. Finally, you can edit or cancel your appointment using the calendar tool button