

# Schedule Appointments via Starfish

The University of Toledo

## Access Starfish

1. MyUT Portal
2. Student Tab
3. My Other Resources Section
4. Starfish Link


### My Other Resources

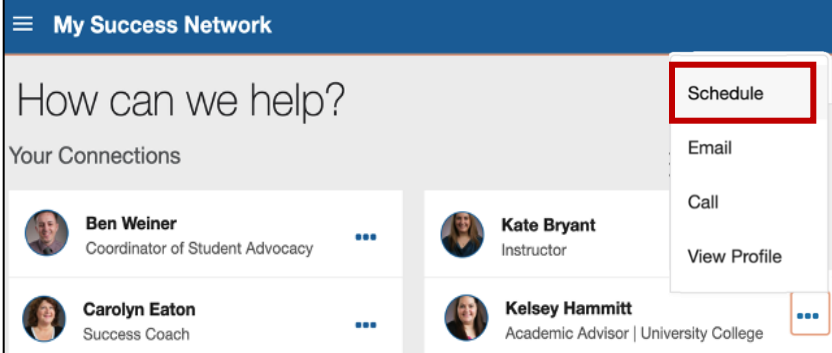
- Request/Update Parking Permit
- Request Official Transcript
- Starfish Early Alert and Connect

## Starfish Questions

Contact us at [Starfish@utoledo.edu](mailto:Starfish@utoledo.edu) or 419-530-1275.

## Schedule an Appointment with your Academic Advisor

5. Once in Starfish, your personalized list of individuals connected to you will be listed under “My Connections”. This list will include your Success Coach, Academic Advisor, Instructors, and more.
6. To schedule an appointment with an individual, click on the three dots next to their name and select “Schedule”.
7. Select the appointment type and select a reason. Once finished, click continue.
8. On the next screen, adjust the date range to find available days and times that work for your schedule. Select your appointment time slot from the list. Once finished, click continue.
9. Before you confirm, adjust the further details of your appointment. **Ensure you read all meeting instructions.**
  - a. Select a location.
  - b. In description box, enter reason for appointment.
  - c. **In description box, enter your phone number.**
10. Click “Confirm” to finish scheduling the appointment. You will get an email with the details. To view the appointment and make changes, click the menu  and select “upcoming”.



My Success Network

How can we help?

Your Connections

- Ben Weiner, Coordinator of Student Advocacy
- Kate Bryant, Instructor
- Carolyn Eaton, Success Coach
- Kelsey Hammitt, Academic Advisor | University College

Schedule

Email

Call

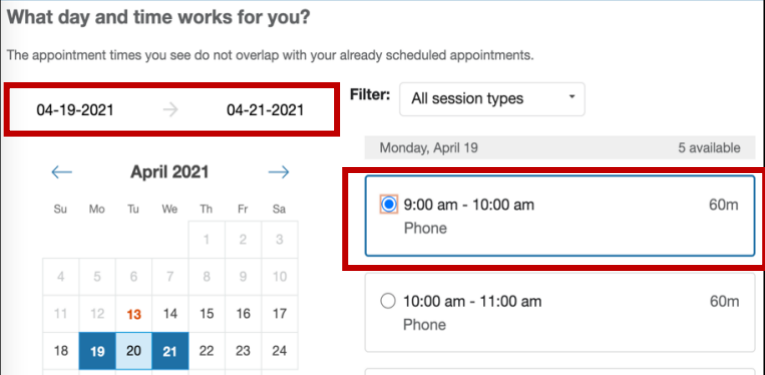
View Profile



What do you need help with?

Academic Advisor

Academic Advisor



What day and time works for you?

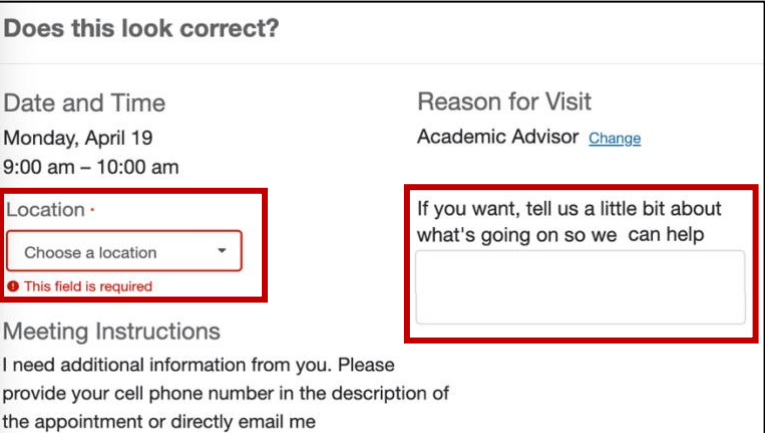
The appointment times you see do not overlap with your already scheduled appointments.

04-19-2021 → 04-21-2021 Filter: All session types

Monday, April 19 5 available

9:00 am - 10:00 am 60m Phone

10:00 am - 11:00 am 60m Phone



Does this look correct?

Date and Time: Monday, April 19, 9:00 am - 10:00 am

Reason for Visit: Academic Advisor [Change](#)

Location: Choose a location  This field is required

Meeting Instructions: I need additional information from you. Please provide your cell phone number in the description of the appointment or directly email me

If you want, tell us a little bit about what's going on so we can help

# Schedule an Appointment with a different University College Academic Advisor

If you would like to meet with a different academic advisor within University College, follow these steps.

- Once in Starfish, under the section called “Your Services”, locate the service called “Academic Advisor | University College”. Click on that service.
- The service will list all of the Academic Advisors in University College. Review their titles to see what majors they primarily work with, so that you can connect with the correct advisor.
- To schedule an appointment with an individual, click on the three dots next to their name and select “Schedule”.
- Select the appointment type and select a reason. Once finished, click continue.
- On the next screen, adjust the date range to find available days and times that work for your schedule. Select your appointment time slot from the list. Once finished, click continue.
- Before you confirm, adjust the further details of your appointment. **Ensure you read all meeting instructions.**
  - Select a location.
  - In description box, enter reason for appointment.
  - In description box, enter your phone number.**
- Click “Confirm” to finish scheduling the appointment. You will get an email with the details. To view the appointment and make changes, click the menu and select “upcoming”.

