Schedule Appointments via Starfish

The University of Toledo

Access Starfish

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

Starfish Questions

Contact us at 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”.

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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.

11. Once in Starfish, under the section called “Your Services”, locate the service called “Academic Advisor | University College”. Click on that service.

12. 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.

13. To schedule an appointment with an individual, click on the three dots next to their name and select “Schedule”.

14. Select the appointment type and select a reason. Once finished, click continue.

15. 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.

16. 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.

17. 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”.