Schedule Appointments via Starfish

Questions: Starfish@utoledo.edu or 419-530-1275

- 1. Access Starfish. <u>MyUT Portal</u> >> Under Student Tab >> Locate section called "My Other Resources" >> Click Starfish Link.
- 2. Click on individual, located under Your Connections.

3. Select appointment reason. Click continue.

- 4. **Select an appointment time**. Adjust date range to find more days & times. Click continue.
- L
 Schedule Appointment

 What do you need help with?

 Academic Advisor
- **Schedule Appointment** t What day and time works for you? Filter: All session types 09-07-2021 09-09-2021 \rightarrow September 2021 \rightarrow \leftarrow Tuesday, September 07 13 available Tu We Th Fr Sa Su Mo 9:00 am - 9:30 am 30m 4 3 Multiple appointment locations 10 11 5 12 13 17 18 9:30 am - 10:00 am 30m

5. Adjust appointment details.

- Duration of the appointment
- Appointment location
- Description of the reason for meeting & include your phone number
- 6. **Click Confirm.** To view/change appointment, click on menu and select "upcoming".

Schedule Appointment	
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Reason for Visit Academic Advisor <u>Change</u>
If you want, tell us a little bit about what's going on so we can help

