1. **Access Starfish.** [MyUT Portal] >> 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.

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 Appointments via Starfish**

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