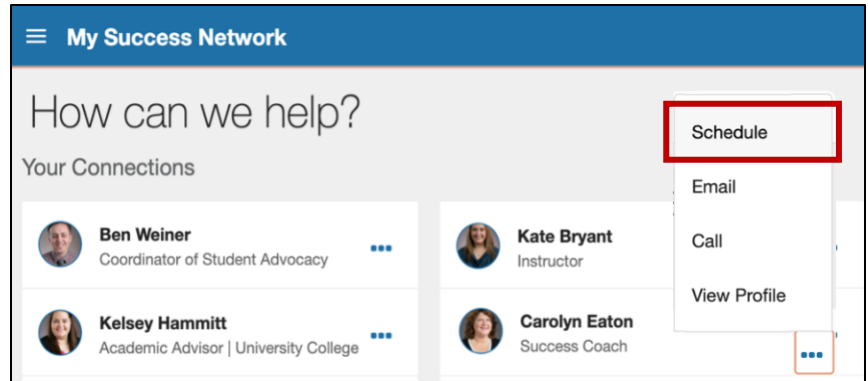


Schedule Appointments via Starfish

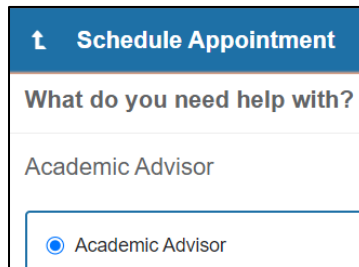
Questions: Starfish@utoledo.edu or 419-530-1275

1. **Access Starfish.** [MyUT Portal](#) >> Under Student Tab >> Locate section called “My Other Resources” >> Click Starfish Link.

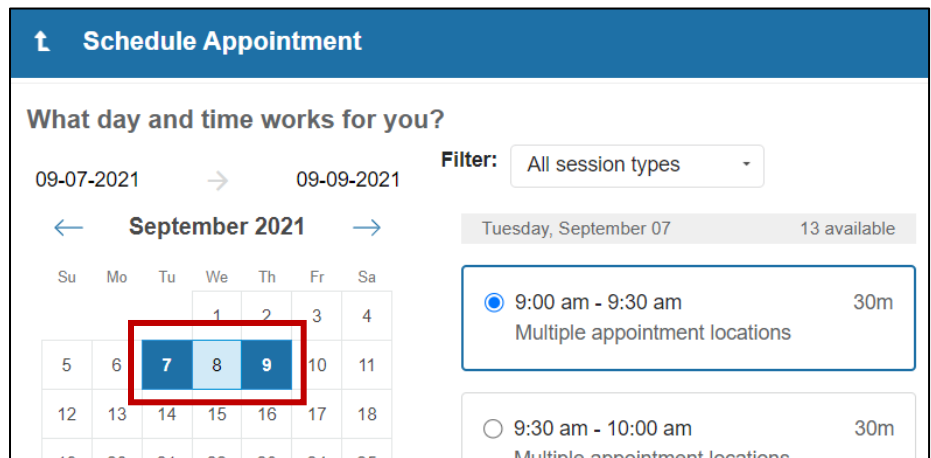
2. **Click on individual,** located under Your Connections.



3. **Select appointment reason.** Click continue.

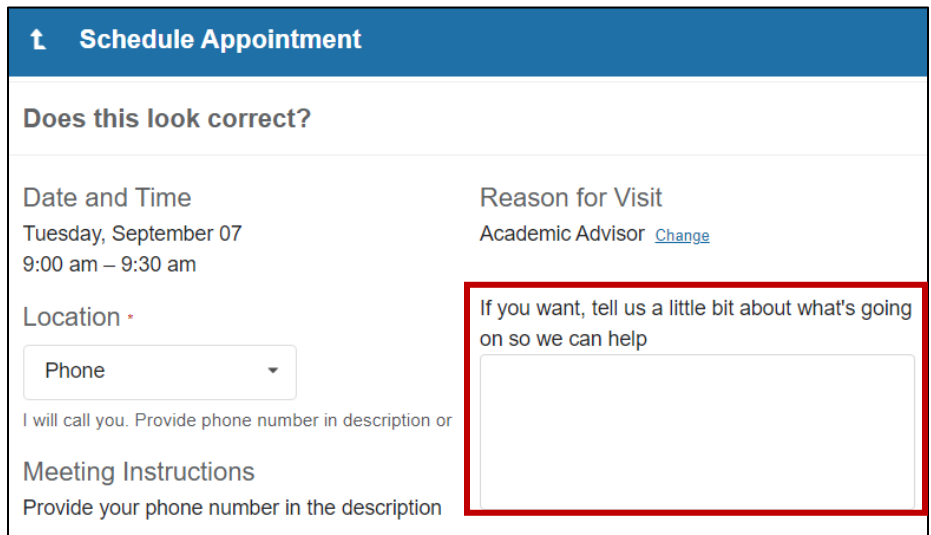


4. **Select an appointment time.** Adjust date range to find more days & times. Click continue.



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”.