** Instructions for Starfish Academic Advising Appointment **

1. Log into Canvas at canvas.uncg.edu
2. Click on your name located in the top right corner of the home page.
3. Click on the Starfish button on the left side navigation menu.
4. You will now see your Starfish homepage.
5. Under My Success Network (gray area on left side of page), scroll down to find your assigned advisor.

To determine your advisor if not known: log into Genie, select Enter Secure Area, enter User ID and PIN, select Student Tab, select Registration, select Look Up Advisor, select Term, select View Advisor.

6. Click on See Available Appointments under your advisor’s name.
7. Click on the Week tab of the main calendar for better viewing and use the upper right arrows to navigate between weeks.
8. Look at the small calendar on the left side of the page. Dates in bold are dates in which there are appointments available.
9. On the main calendar pick an appointment time that has a green plus sign + and the words Sign Up.
10. Select an appointment Reason and in the blank box below the Instructions section enter any relevant notes (for example, type Phone advising and include a telephone number which the advisor will call at your scheduled time).
11. Click on Submit.