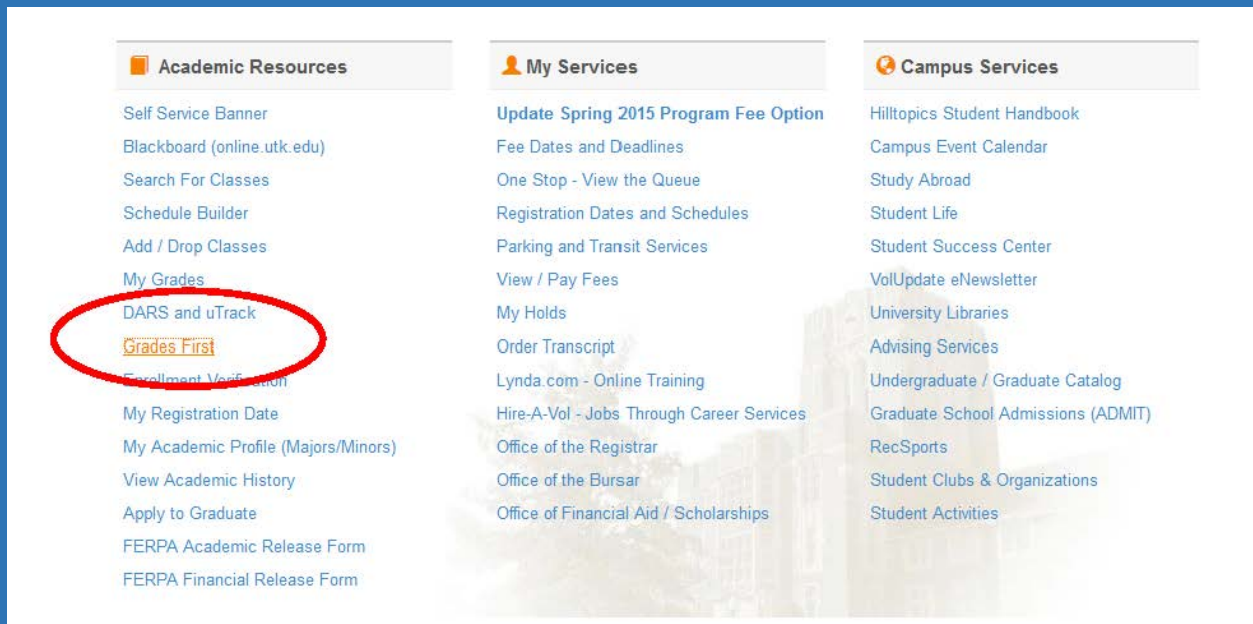


Log into MyUTK using all lower case letters for your NetID.

Click the link for GradesFirst in Academic Resources column.



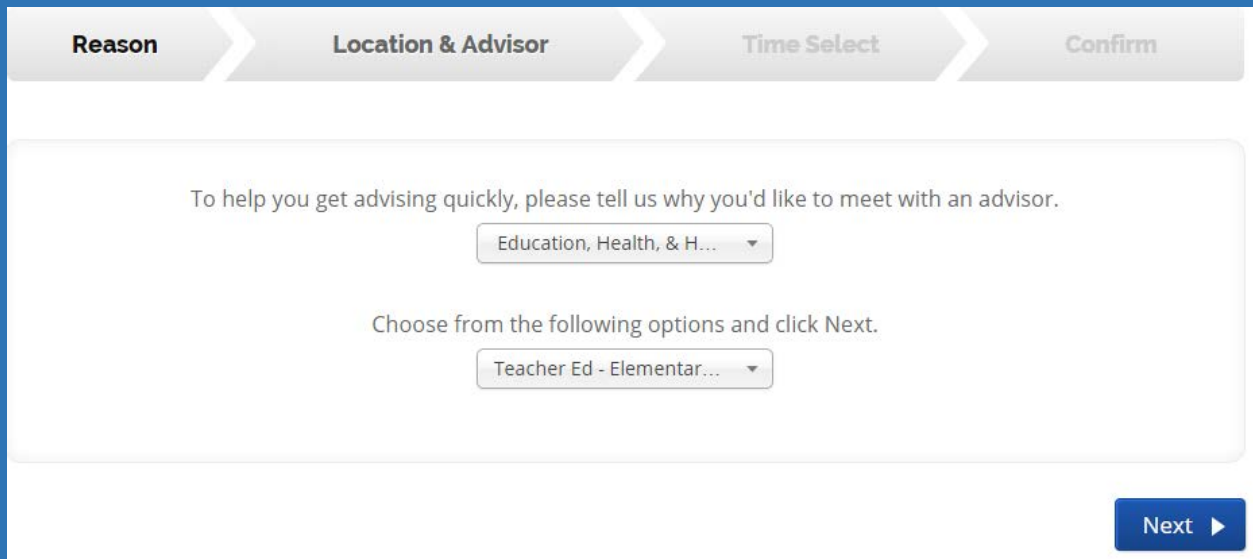
The screenshot shows three columns of services. The first column, 'Academic Resources', contains a list of links including 'Self Service Banner', 'Blackboard (online.utk.edu)', 'Search For Classes', 'Schedule Builder', 'Add / Drop Classes', 'My Grades', 'DARS and uTrack', 'Grades First' (circled in red), 'Enrollment Verification', 'My Registration Date', 'My Academic Profile (Majors/Minors)', 'View Academic History', 'Apply to Graduate', 'FERPA Academic Release Form', and 'FERPA Financial Release Form'. The second column, 'My Services', includes 'Update Spring 2015 Program Fee Option', 'Fee Dates and Deadlines', 'One Stop - View the Queue', 'Registration Dates and Schedules', 'Parking and Transit Services', 'View / Pay Fees', 'My Holds', 'Order Transcript', 'Lynda.com - Online Training', 'Hire-A-Vol - Jobs Through Career Services', 'Office of the Registrar', 'Office of the Bursar', and 'Office of Financial Aid / Scholarships'. The third column, 'Campus Services', lists 'Hilltopics Student Handbook', 'Campus Event Calendar', 'Study Abroad', 'Student Life', 'Student Success Center', 'VolUpdate eNewsletter', 'University Libraries', 'Advising Services', 'Undergraduate / Graduate Catalog', 'Graduate School Admissions (ADMIT)', 'RecSports', 'Student Clubs & Organizations', and 'Student Activities'.

You should now be on your home page in GradesFirst. If you are asked to log into GradesFirst, you did not use lower case letters when logging into MyUTK. Close your browser window and start again.

Click the link to schedule your appointment.



Select your college or “change major...” and then select the reason for your appointment.



The screenshot shows a multi-step appointment scheduling process. The first step is 'Reason', which is currently selected. Below the step indicators, there is a text prompt: 'To help you get advising quickly, please tell us why you'd like to meet with an advisor.' Below this prompt is a dropdown menu with the text 'Education, Health, & H...'. Below the dropdown menu is another text prompt: 'Choose from the following options and click Next.' Below this prompt is another dropdown menu with the text 'Teacher Ed - Elementar...'. At the bottom right of the form is a blue 'Next' button with a right-pointing arrow.

Location will be pre-filled. Select your advisor and click NEXT button.

Reason > Location & Advisor > Time Select > Confirm

What location do you prefer?  
Education, Health and ...

Which advisor? You may select more than one.  
*If you don't have a preference, just click Next.*  
Emery, Lisa

Back Next

Select date and morning or afternoon times. May use arrows for next and previous week.

Select specific time that suits your schedule.

Reason > Location & Advisor > Time Select > Confirm

**Appointment Times For The Week Of November 10**

Mon, Nov 10	Tue, Nov 11	Wed, Nov 12	Thu, Nov 13	Fri, Nov 14
Morning 3 Available	Morning 4 Available	Morning 3 Available	Morning N/A	Morning 1 Available
Afternoon 3 Available	Afternoon 4 Available	Afternoon 2 Available	Afternoon 1 Available	Afternoon N/A

prev week next week

Back Next

Tue, Nov 11

Close

12:00pm

**2:30pm**

3:00pm

3:30pm

Once you have selected specific time, click NEXT button.

Write any notes you wish to your advisor in the comment box.

We recommend you select a reminder – Email and/or text.

Reason > Location & Advisor > Time Select > Confirm

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

### Appointment Details

**Who:** [redacted] with Lisa Emery  
**When:** Tuesday, November 11 2:30pm - 3:00pm  
**Why:** Teacher Ed - Elementary Ed  
**Where:** Education, Health and Human Sciences Advising - 332 Bailey Education Complex

*Is there anything specific you would like to discuss with Lisa ?*

I want to talk about study abroad as well as next semester courses.

*Would you like to set a reminder?*

Send Me an Email Send Me a Text

◀ Back Confirm Appointment

*Would you like to set a reminder?*

Send Me an Email Send Me a Text

Email will be sent to [redacted]@tennessee.edu

**Please provide your mobile number**

8655551212

When entering mobile number, you may use dashes 865-555-1212, no dashes 8655551212, or parentheses (865) 555-1212.

Click confirm appointment.

To cancel and re-schedule your appointment, click on your calendar.

Home Calendar Conversations

Find your appointment and click on it to open.

3	4
8a BUAD-341-1 CBM II: Lean Operations	9
10:10a BUAD-353-10 CBM III: Integr Process Mgt	1
1:25p BULW-301-2 Legal Environment of Business	2
3:30p Business Major Advising	

Click Cancel My Attendance button and select the cancellation reason.

You can write a note to your advisor if you wish in the comment section.

Click Mark as Cancelled button.

## Cancel My Attendance

**Reason:**

Need to Reschedule

**Comments:**

So sorry. Will reschedule soon.

Don't Mark **Mark as Cancelled**

Original appointment shows as cancelled on your calendar.

You can re-schedule a replacement appointment by following directions above.

Admin	1
9:30a Cancelled: Business Major Advising	1
3:40p CMST-210-26	1