Scheduling an Advising Appointment in myUK

Instructions
Step 1: Sign in to myUK

Go to myUK.uky.edu and sign in with the linkblue username and password that you created in the Account Manager.

Please note that Google Chrome and Mozilla Firefox are the only web browsers compatible with myUK. Using Safari, Internet Explorer or Microsoft Edge will lead to compatibility issues.

For accessibility issues within the myUK portal, please contact ITS at 859-218-4357 or 218help@uky.edu.
Step 2: Access Degree Planning & Registration (GPS)

Students can make, view, and cancel appointments in myUK Graduation Planning System (GPS).

Under the **Student Services** tab, select **Degree Planning and Registration (myUKGPS)**

A **Make Appointment** button is available for each of your advisors, unless you already have a scheduled appointment.

Select “Make Appointment” under the advisor you want to meet with.
Step 3: Select Available Date

Dates with available appointments will be visible in blue. Select a date to see the time slots available.
Step 4: Select Type of Appointment

When you click on an appointment time, you must then choose if you want to meet in-person, online (via Zoom) or over the phone.

If the phone option is selected, you are required to enter the phone number you can be reached at for the appointment.

Click the Schedule Appointment button to complete scheduling the appointment.
Step 5: Confirmation of Appointment

You will receive a confirmation email with the information for your appointment.

Information about upcoming appointments are displayed beneath the advisor in the My Advisors section.

Also displayed in Your Appointments
Online Appointments: Additional Information

If you have booked an online/Zoom appointment, you will see a “Join Meeting” button appear on your myUK GPS homepage. This button will appear 7 minutes prior to the appointment time, and remain for 5 minutes after the appointment begins.
Need to Change Your Appointment?

Please note: Canceling the appointment in your calendar (or declining the invitation) will NOT cancel the appointment in myUK GPS. You will need to go back into myUK to make the needed changes.

Option A: Change Modality (if available)

You can click “Change Meeting Method” to switch the modality of your upcoming appointment.
Needing to Change Your Appointment?

Please note: Canceling the appointment in your calendar (or declining the invitation) will NOT cancel the appointment in myUK GPS. You will need to go back into myUK to make the needed changes.

Option B: Reschedule

You can click “Reschedule” to open up your advisor’s calendar to see available dates/times to reschedule.
Needing to Change Your Appointment?

Please note: Canceling the appointment in your calendar (or declining the invitation) will NOT cancel the appointment in myUK GPS. You will need to go back into myUK to make the needed changes.

Option C: Cancel

Once you click cancel it will prompt you to consider a few other options, but if you need to cancel, select the “Cancel Appointment” button.
Attending Your Meeting

Please be sure to attend your scheduled advising appointment. Your advisor is a great source of support, encouragement and information! We want to hear about how your semester is going.

After Your Meeting

At the close of your meeting you may receive an online survey (in your email) for you to share your thoughts about your advising experience. This short survey should only take 2-3 minutes and is helpful as we consider how to best serve our Wildcats.