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 Graduation Planning System (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).

Select “Make Appointment” under your advisor’s name.

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 4: Select Available Date

Dates with available appointments will be visible in blue. Select a date to see the time slots available.
Step 5: Select Type of Appointment

When you click on an appointment time, you must then choose if you want to meet 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 Confirm Reservation button to complete scheduling the appointment.
Step 6: Additional Information

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

UPCOMING APPOINTMENT

**WHEN:** Mar 18, 3:30 PM - 3:45 PM  
**WHERE:** Online  
**LINK:** https://uky.zoom.us/j/81705853568  
[Cancel Appointment]

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