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

Click the link for GradesFirst in Academic Resources column.

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

Select date and morning or afternoon times. May use arrows for next and previous week.
Select specific time that suits your schedule.

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.

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.

Find your appointment and click on it to open.
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.

Original appointment shows as cancelled on your calendar.

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