How to make an appointment with your advisor through GradesFirst. (Business Students only)
Go to https://umiami.gradesfirst.com

Click on the link in *Business Essentials* to access the GradesFirst site.

You will be directed to the UM Authentication page where you will login using your CaneID and Password. Once logged in you will be directed to the GradesFirst home screen.
## GradesFirst Home Screen

### Classes This Term

<table>
<thead>
<tr>
<th>CLASS NAME</th>
<th>PROFESSOR</th>
<th>DAYS/TIMES</th>
<th>MID</th>
<th>FINAL</th>
<th>TAKE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT-100-G1 FIRST STEP</td>
<td>Vincent Daniels</td>
<td>MWF 2:30p-3:20p</td>
<td></td>
<td></td>
<td>Request Tutor Appt. Schedule Tutor Appt.</td>
</tr>
<tr>
<td>MKT-201-P FOUND OF MKT</td>
<td>Derrick Davis</td>
<td>TR 11:00a-12:15p</td>
<td></td>
<td></td>
<td>Request Tutor Appt. Schedule Tutor Appt.</td>
</tr>
</tbody>
</table>

**Get Advising**

- Options
  - My Conversations
  - School Information

**Upcoming Appointments**

You have no upcoming appointments.
Next click on the blue “Get Advising” button located on the right side of the page. This will bring you to Schedule Advising Appointment Center shown on the next page.
Schedule Advising Appointment Reason
Select School of Business - Advising
Select the service you need:
General Advising
Study Abroad-(Jrs/Srs only)
Credit Check-Business Senior
Go to Next
Select:
Undergraduate Business Programs,
Merrick 104
Select your advisor
(You may only select your assigned advisor for general advising)
Select Next
Available appointment times will appear.
Select an available time
Select Next
Type any comments you would like your advisor to know to prepare for your appointment.

Send yourself an email or text reminder.

Confirm Appointment
SUCCESS! You have now made an appointment.

“Go Home” to view your appointment in the “Upcoming Appointments” section on your GradesFirst.

Or

“View Calendar” and see your appointment on the scheduled date.
IMPORTANT!!

The day of your appointment, make sure you “check in” so the advisor knows you have arrived. This can be done through GradesFirst by clicking on the scheduled appointment and then clicking “check in.”

(Note: you will only be able to check in for an appointment shortly before the time of the scheduled appointment.)

If you have questions call the Undergraduate Business Programs Reception Desk at 305-284-4641.