

# How to make an appointment with your advisor through **GradesFirst**. (Business Students only)

UNIVERSITY OF MIAMI  
SCHOOL of BUSINESS  
ADMINISTRATION

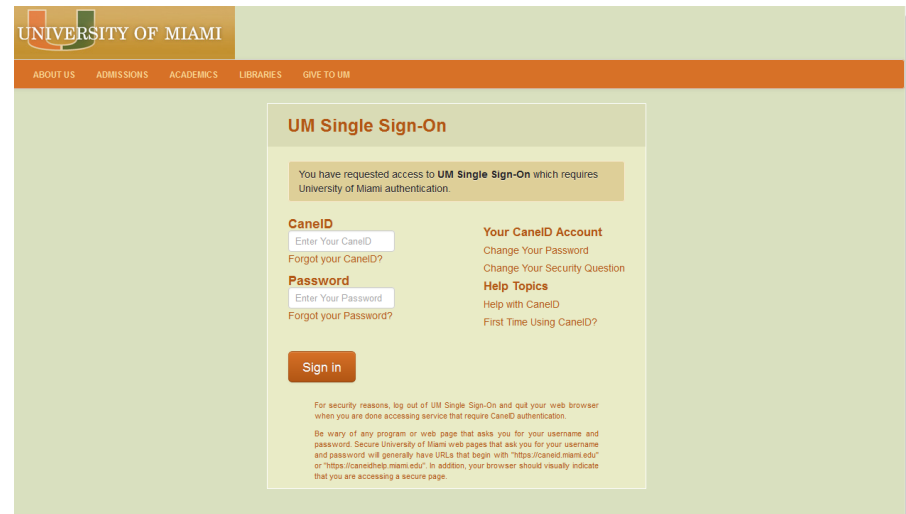
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# Go to <https://umiami.gradesfirst.com>

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



The screenshot shows the University of Miami Single Sign-On page. At the top, there is a navigation bar with the University of Miami logo and links for ABOUT US, ADMISSIONS, ACADEMICS, LIBRARIES, and GIVE TO UM. The main content area is titled "UM Single Sign-On" and contains a message: "You have requested access to UM Single Sign-On which requires University of Miami authentication." Below this, there are two input fields: "CaneID" and "Password", each with a "Forgot your [CaneID/Password]?" link. To the right of the input fields, there are links for "Your CaneID Account" (Change Your Password, Change Your Security Question) and "Help Topics" (Help with CaneID, First Time Using CaneID?). A "Sign In" button is located below the input fields. At the bottom, there is a security notice: "For security reasons, log out of UM Single Sign-On and quit your web browser when you are done accessing services that require CaneID authentication. Be wary of any program or web page that asks you for your username and password. Secure University of Miami web pages that ask you for your username and password will generally have URLs that begin with 'https://caneid.miami.edu' or 'https://caneidhs.miami.edu'. In addition, your browser should visually indicate that you are accessing a secure page."

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# GradesFirst Home Screen

Home

Calendar Conversations

Home

Class Information Reports Calendar

CLASSES THIS TERM

Send Message to Professor

	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>	ENG-105-H3 ENG COMPOSITION I	Benjamin Caplan	MW 3:35p-4:50p Dooly Memorial - Room 214			<a href="#">Request Tutor Appt.</a> <a href="#">Schedule Tutor Appt.</a>
<input type="checkbox"/>	MGT-100-G1 FIRST STEP	Vincent Daniels	MWF 2:30p-3:20p Whitten LC - Room 182			<a href="#">Request Tutor Appt.</a> <a href="#">Schedule Tutor Appt.</a>
<input type="checkbox"/>	MKT-201-P FOUND OF MKT	Derick Davis	TR 11:00a-12:15p Stubblefield - Room 408			<a href="#">Request Tutor Appt.</a> <a href="#">Schedule Tutor Appt.</a>

Get Advising

Options

- My Conversations
- School Information

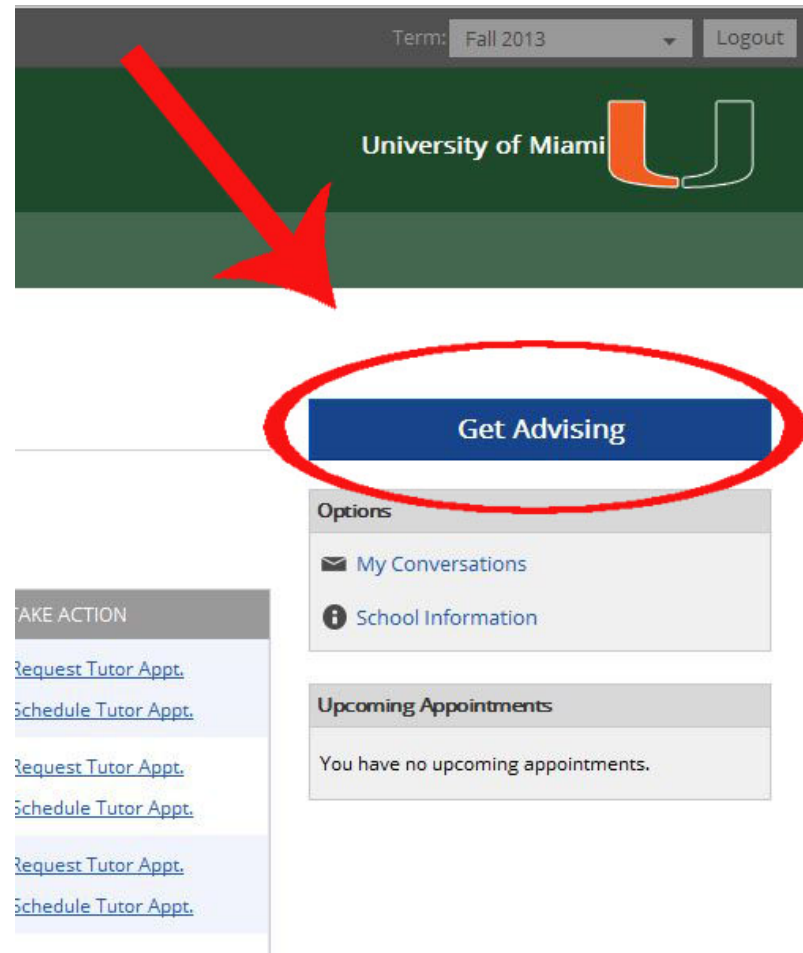
Upcoming Appointments

You have no upcoming appointments.

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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



To help you get advising quickly, please tell us why you'd like to meet with an advisor.

-- please select one --

### 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



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

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## SCHEDULE ADVISING APPOINTMENT

Reason > **Location & Advisor** > Time Select > Confirm

What location do you prefer?

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

[Back](#) [Next](#)

## SCHEDULE ADVISING APPOINTMENT

Reason > Location & Advisor > **Time Select** > Confirm

**Appointment Times For The Week Of September 01**

Mon, Sep 01	Tue, Sep 02	Wed, Sep 03	Thu, Sep 04	Fri, Sep 05
Morning N/A	<input type="button" value="Close"/>	Morning N/A	Morning N/A	Morning N/A
Afternoon 5 Available	10:15am 10:45am 11:00am	Afternoon 5 Available	Afternoon N/A	Afternoon 11 Available

Can't find a time that works? [View Walk-in Times](#) or [Request Advising Appointment](#)

[Back](#) [Next](#)

Type any comments you would like your advisor to know to prepare for your appointment.

Send yourself and email or text reminder.

Confirm Appointment

GradesFirst University of Miami

Home Calendar Conversations

SCHEDULE ADVISING APPOINTMENT

Reason Location & Advisor Time Select Confirm

**Appointment Details**

**Who:** Joseph Henn with Jeanne Batridge

**Why:** General Advising - Business

**When:** Tuesday, September 02 10:15am - 10:30am

**Where:** Undergraduate Business Programs, Merrick 104

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

Comments for your advisor...

*Would you like to set a reminder?*

Send Me an Email Send Me a Text

Back Confirm Appointment

## Success! Your Appointment Has Been Created

### Appointment Details

**Who:** Joseph Henn with Jeanne Batridge

**Why:** General Advising - Business

**When:** Tue Sep 02, 2014 10:15 am - 10:30 am

**Where:** Undergraduate Business Programs, Merrick 104

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

**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.

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# 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.