Making an Honors Advising Appointment on Grades First

- Sign in to your My UTK account and scroll down to the list of **Academic Resources**. Under this heading, you will find a link to **Grades First**. Click on this link.

- On the top right hand side of the GradesFirst homepage, choose the link to **Appointments for Advising or Other Academic Help**.

- The next screen (**Reason**) will ask you to choose a reason for advising. Select **Other Advising/Academic Coaching & Help**. Then choose **Honors Advising** and click **Next**.
On the next screen (Location & Advisor), the location should already be chosen for you (130 HBC). Click in the Which advisor? box, and your advisor's name should appear. Choose your advisor's name and click Next.

On the next screen (Time Select), click Morning or Afternoon on a day that works with your schedule. Then choose a time from the options provided and click Next.
On the next screen (Confirm), use the Comments for your advisor box to provide the reason for your appointment or any information that your advisor needs to know in advance of your appointment. You may also choose to receive a reminder for your appointment via email or text message. Finally, click Confirm Appointment to complete the process.