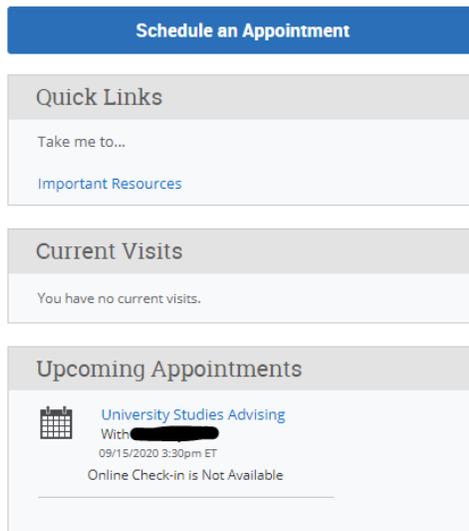
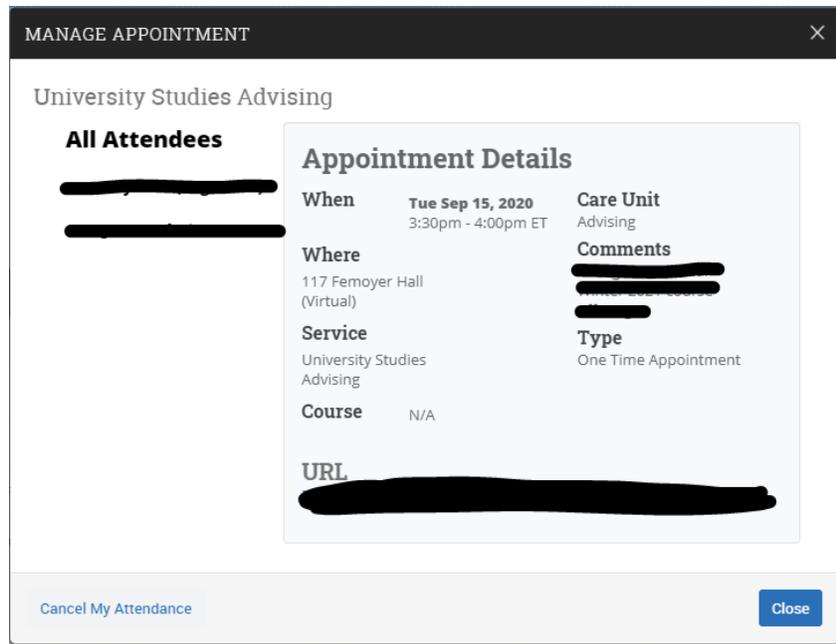


## How to Cancel an Appointment

1. Go to **Navigate** at <http://vt.campus.eab.com> and sign in with your PID and password.
2. Under Upcoming Appointments (on the right side under the blue Schedule an Appointment button), you will see any upcoming scheduled appointments that you have. **Click the appointment you wish to cancel.**



3. Once you click the blue link for your appointment, you should see this window pop up with your appointment details.



4. Click the blue **Cancel My Attendance** link on the lower left side of this pop-up window.
5. **Select A Reason** you are cancelling from the dropdown menu, add any additional comments if needed, and then click **Mark as Cancelled**.

MANAGE APPOINTMENT

University Studies Advising

**All Attendees**

[Redacted Name]  
[Redacted Name]

**Cancel My Attendance**

Reason:  
Select A Reason ▾

Comments:  
[Text Area]

Don't Mark   **Mark as Cancelled**

Cancel My Attendance   **Close**