



# Navigate360: Cancelling an Appointment

(from the Student Home page)

## 1. In Navigate, select the appointment you would like to cancel.

- Click the Home  icon from the left navigation
- In the *Upcoming Appointments* box on the right, click the title of the appointment you would like to cancel
- In the *Manage Appointment* window, click the *Cancel* button under your name

### Upcoming Appointments

 [VIB Access](#)  
With  
03/25/2024 9:00am ET  
Online Check-in is Not Available


### MANAGE APPOINTMENT

VIB Access

All Attendees

(Organizer)

remind message

 Bucky Buc (they/them)  
(they/them)

cancel remind message

Appointment Details

<b>WHEN</b> Mon Mar 25, 2024 9:00am - 9:30am ET	<b>TYPE</b> One Time Appointment
<b>WHERE</b> Center for Academic Achievement Tutoring (CFAA)	<b>CARE UNIT</b>
<b>SERVICE</b> VIB Access	<b>MEETING TYPE</b> In Person
<b>COURSE</b> N/A	

- Select *Appointment Cancelled* from the drop-down menu under *Reason*
- Provide details, if necessary, in the *Comments* box
- Click the *Mark as Cancelled* button.

### Cancel Appointment For:

**Reason:**

Appointment Cancelled ▾

**Comments:**

Conflict in schedule, made a new appointment.

Don't Mark **Mark as Cancelled**