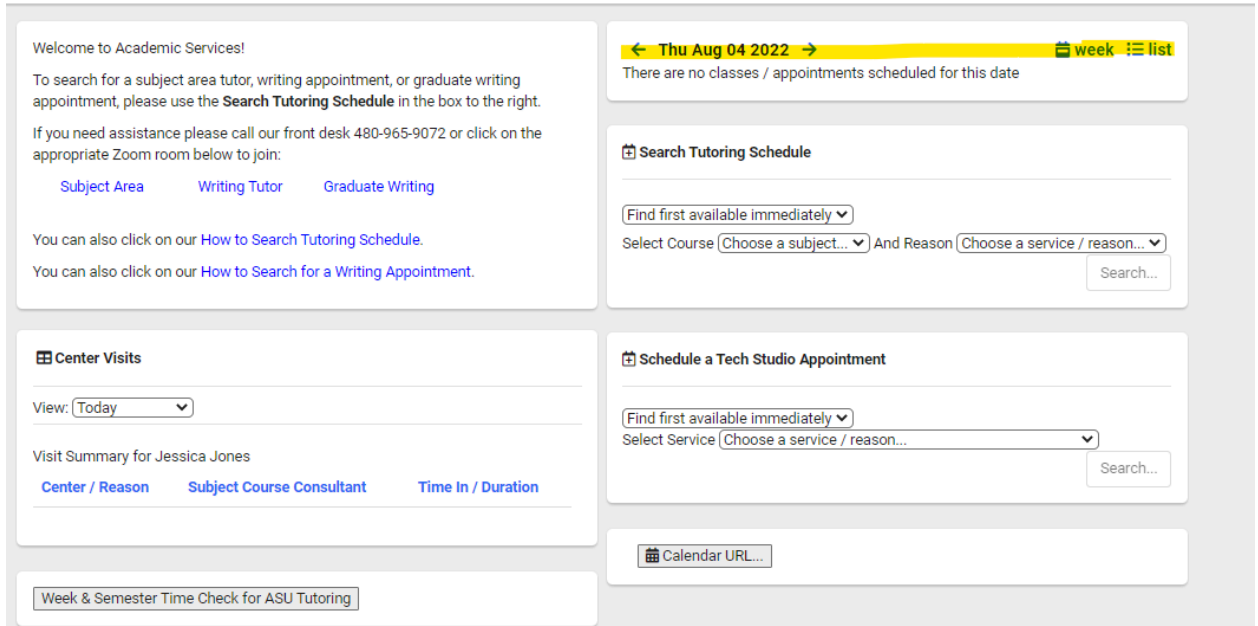# How to Cancel a Writing Appointment

1. **[Log into](#) our scheduling system. On your dashboard you will be able to see either a list or this week's upcoming appointments. Click to expand.** Please see the highlight in the image below.

2. **Find the appointment time you wish to cancel. Verify it is the correct date and time you want to cancel and click on the "x" in the upper right hand corner.**

3. **A new box will pop up to confirm the cancellation.**
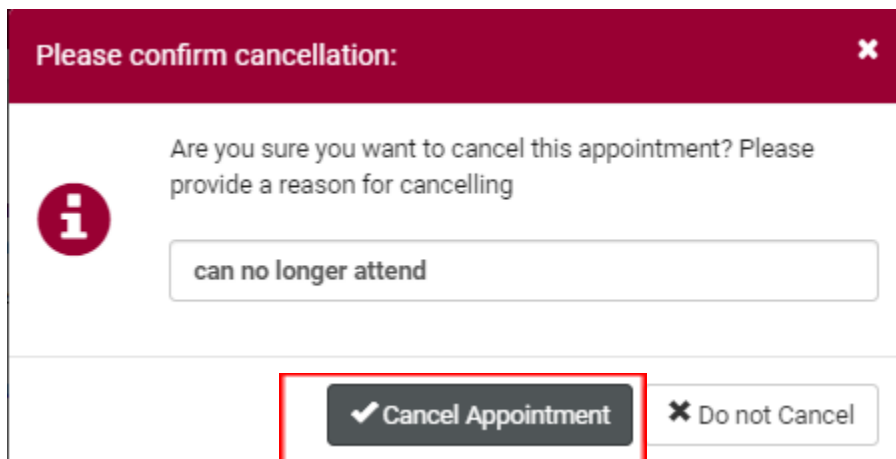
Please confirm cancellation: ✖

ⓘ Are you sure you want to cancel this appointment? Please provide a reason for cancelling

✔ Cancel Appointment   ✖ Do not Cancel

4. **You will need to provide a reason, but it can be brief**

Please confirm cancellation: ✖

ⓘ Are you sure you want to cancel this appointment? Please provide a reason for cancelling

can no longer attend

✔ Cancel Appointment   ✖ Do not Cancel

5. **After typing something in the box for a reason, click the "Cancel Appointment" button.** If you do not want to cancel and want to return to your dashboard, click the "Do not Cancel" button.

Please confirm cancellation: ✖

ⓘ Are you sure you want to cancel this appointment? Please provide a reason for cancelling

can no longer attend

✔ Cancel Appointment   ✖ Do not Cancel

6. **After clicking "Cancel Appointment", it will return you to your dashboard. If you refresh your screen, the appointment you canceled will be crossed out.**

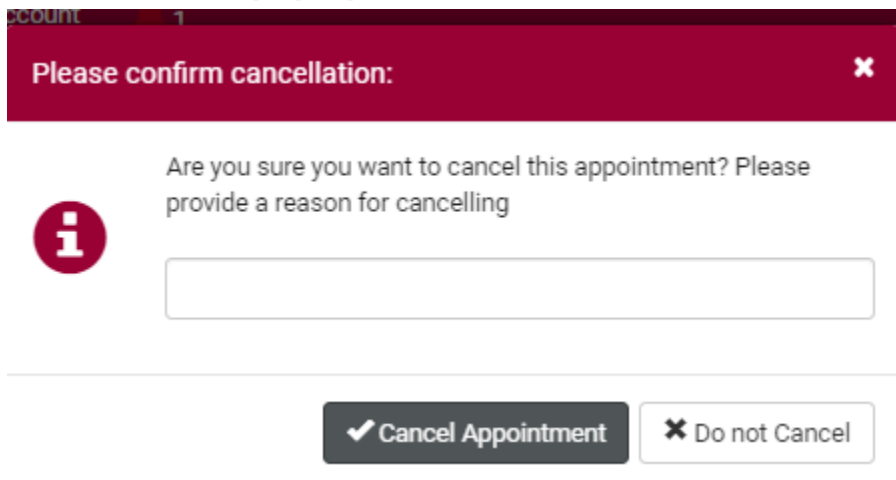CANCELLED: 📶 Writing Center appointment with Alyssa.
Reason: Writing
Subject: GEN 101 Approved Access
To join your online session, click the arrow icon to the right 10 minutes before your appointment starts.
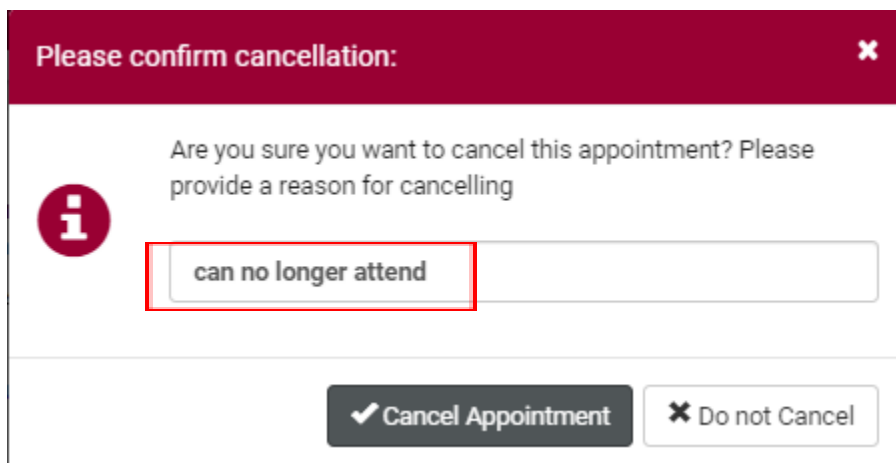When: at 3:00p
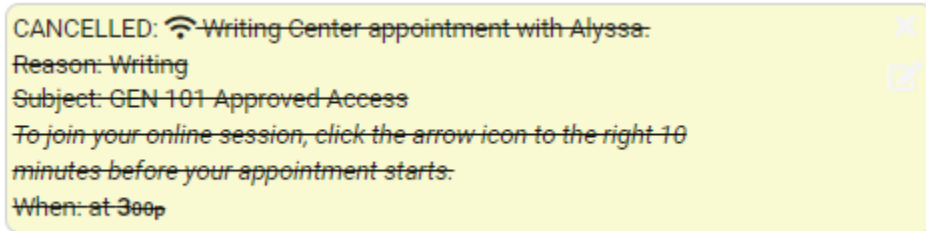
7. **You will also get an email to your @asu.edu from Arizona State University <tutoring@asu.edu> called "Appointment Cancellation Writing Center"** You have successfully canceled the appointment!

AS   Arizona State University <tutoring@asu.edu>   Jc

Jessica Appointment Cancellation Writing Center

Dear ▉▉▉,

This is a confirmation that you have canceled the following appoi

Date: 08/05/22
Time: 03:00pm AZ Time
Center: Writing Center

We hope to see you at one of our centers soon! Please use our sc

Thank you,
Administrative Team
University Academic Success Programs