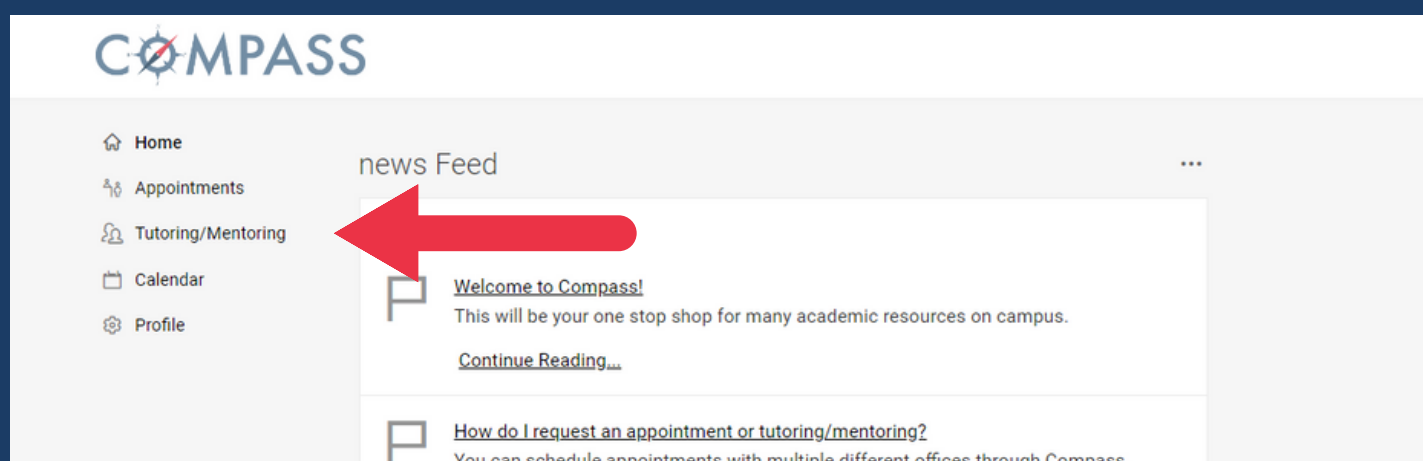


CANCELING AN APPOINTMENT IN COMPASS

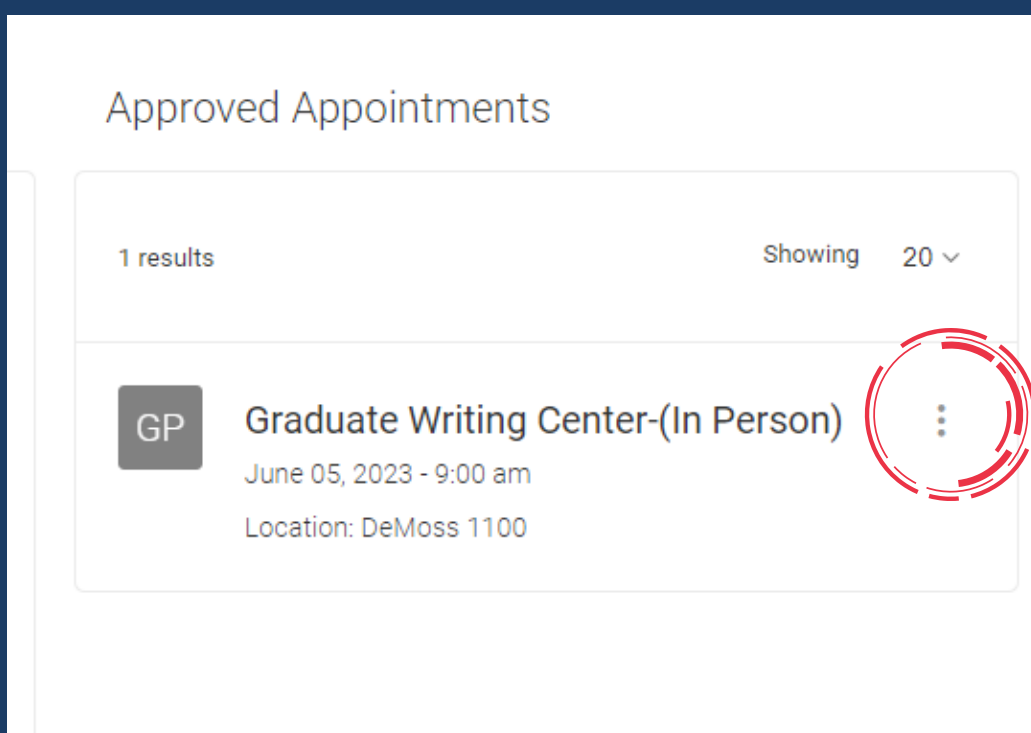
STEP 1:

ON THE TUTORING/MENTORING TAB IN COMPASS, FIND THE APPOINTMENT YOU NEED TO CANCEL.



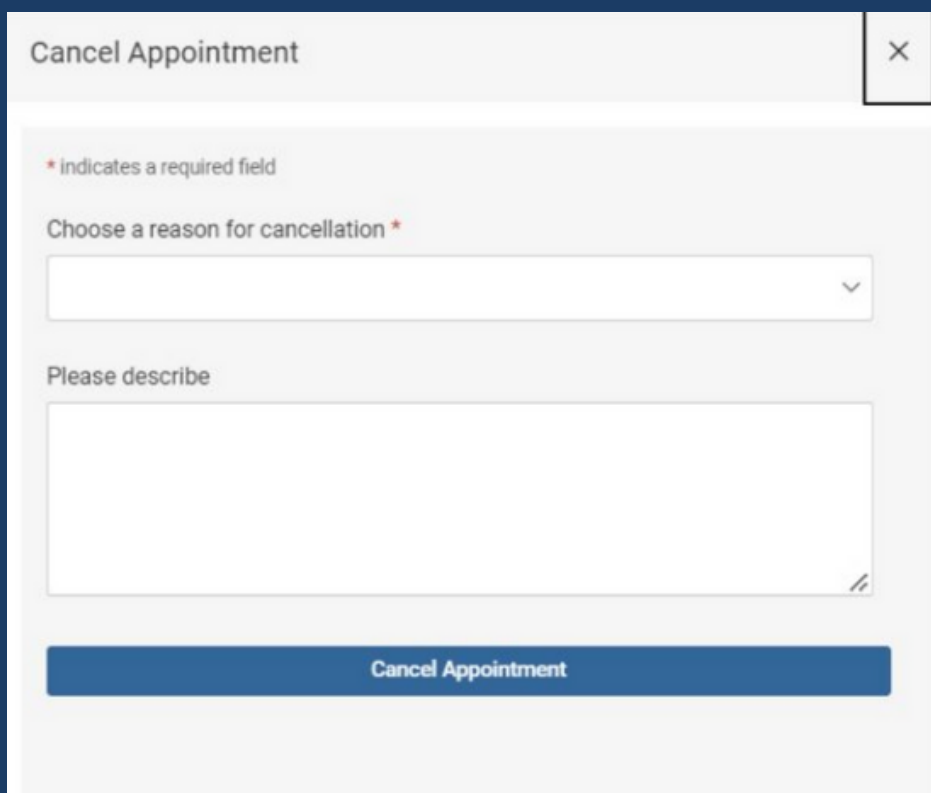
STEP 2:

CLICK THE 3 DOTS BESIDE THE APPOINTMENT AND CLICK “CANCEL.”



STEP 3:

FILL OUT THE INFORMATION IN THE CANCELLATION BOX AND CLICK “CANCEL APPOINTMENT” TO CONFIRM.



The screenshot shows a 'Cancel Appointment' dialog box. At the top is a title bar with the text 'Cancel Appointment' and a close button (X). Below the title bar is a light gray area containing the text '* indicates a required field'. The main content area has a label 'Choose a reason for cancellation *' above a dropdown menu. Below the dropdown is a label 'Please describe' above a large text area. At the bottom of the dialog is a blue button with the text 'Cancel Appointment'. A large white arrow points from the right side of the image towards the dialog box.

SUCCESS!

YOUR APPOINTMENT HAS BEEN CANCELED!

