Cancelling a Scheduled Appointment

1. If you are logged in on the Navigate site, skip to step 2, Otherwise log into CCNY Navigate using your CUNYFirst credentials (Use this link to bookmark, not the address of the login page: https://ccny-cuny.campus.eab.com)
2. In the right hand column, in the section "Upcoming Appointments" click on the appointment you want to cancel.
3. In the "Manage Appointment" dialogue box. Choose "Cancel my Attendance" (located in the lower left hand corner.)
4. Select a reason for the cancellation form the drop down menu.
5. Enter a comment (optional)
6. Click on "Mark as Cancelled"
7. Click "Close" in the lower right hand corner.