

## **Cancelling a Scheduled Appointment**

- 1. Log into the Navigate Student mobile app or the desktop version
- 2. Tap/click appointments
- 3. Under "Upcoming", select the appointment you would like to cancel.
- 4. Tap/click "Cancel Appointment
- 5. Select a reason for the cancellation form the drop down menu.
- 6. Enter a comment (optional)
- 7. Tap/click "Cancel Appointment"