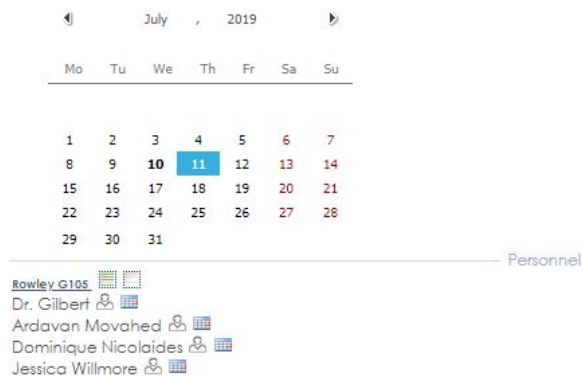# How to Cancel an Appointment in TutorTrac

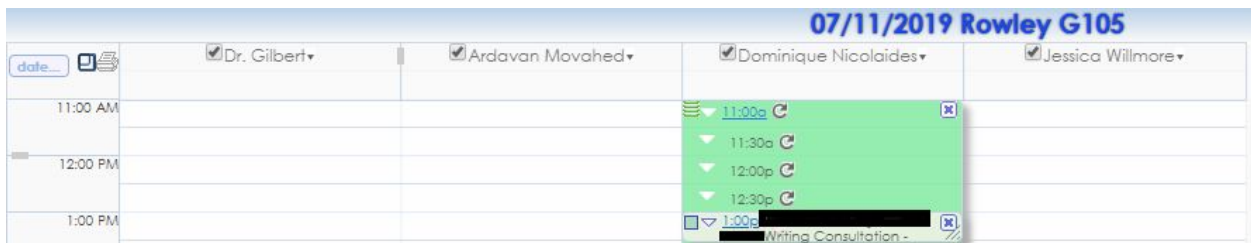1. To cancel an appointment for a student user with a tutor, click on the TracMan Icon in the Trac Navigation and select "Schedule" on the upper left side of the screen.
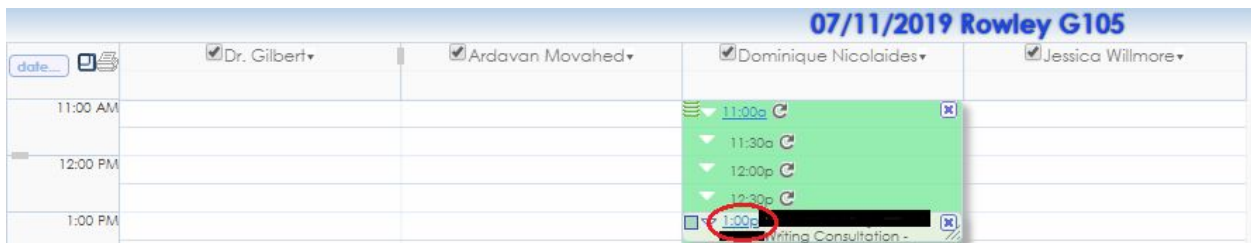

2. Next, click on the appointment location in the Personnel box and select the day from the calendar.

3. Once you have chosen the location and day the relevant schedule information will display.

4. Click on the highlighted appointment time in the appointment box, and the "Appointments Entry" will appear.

5. Change the Status to "Tutor Cancelled" or "Student Cancelled", depending on who initiated the cancellation. Also, include the reason for the cancellation in the Notes, and click Save.