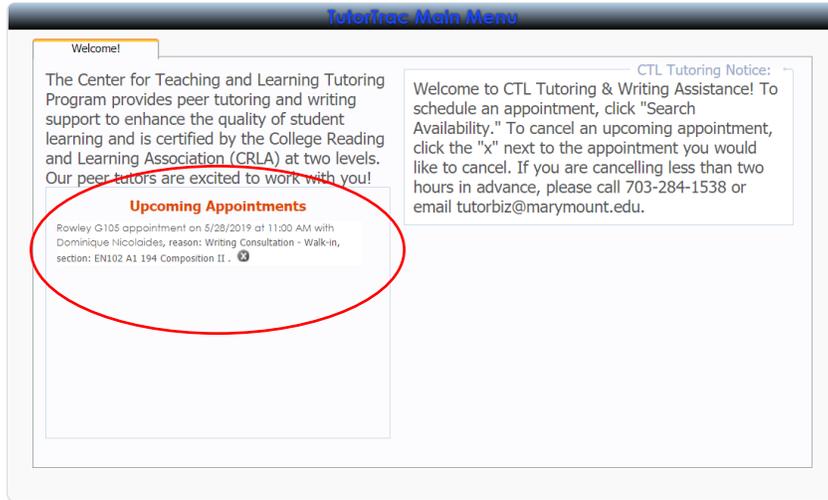## How to Cancel an Upcoming Appointment in TutorTrac

1. Log-in to TutorTrac using your Marymount username and password. You can access TutorTrac through the Sign-On links through my.marymount.edu.
2. In the center of the screen, below the main menu welcome message, you will see a list of your upcoming appointments.

3. To cancel an appointment, click on the "X" following the appointment description.

****Note:** Appointments cannot be cancelled online within 2 hours of the scheduled start time.

4. Enter the reason for your cancellation.
5. Select "Confirm Cancellation"