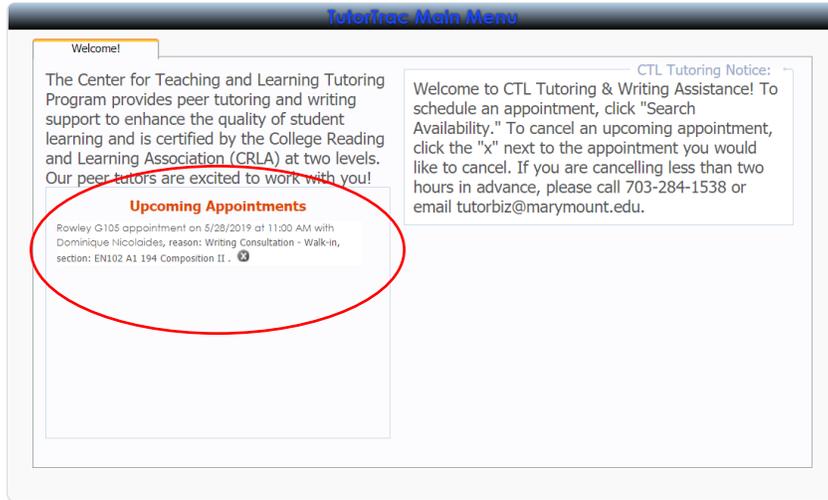


## How to Cancel an Upcoming Appointment in TutorTrac

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.

The screenshot shows a dialog box titled "Appointment Cancellation" with a close button (X) in the top right corner. The text inside says: "Are you sure you want to cancel this appointment? Enter a reason for the cancellation and click Confirm Cancellation." Below this is a "Details:" section with the same appointment information as in the previous screenshot. There is a text input field labeled "Reason:" with a red arrow pointing to it. At the bottom, there are two buttons: "Keep Appointment" and "Confirm Cancellation", with a red arrow pointing to the "Confirm Cancellation" button.

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