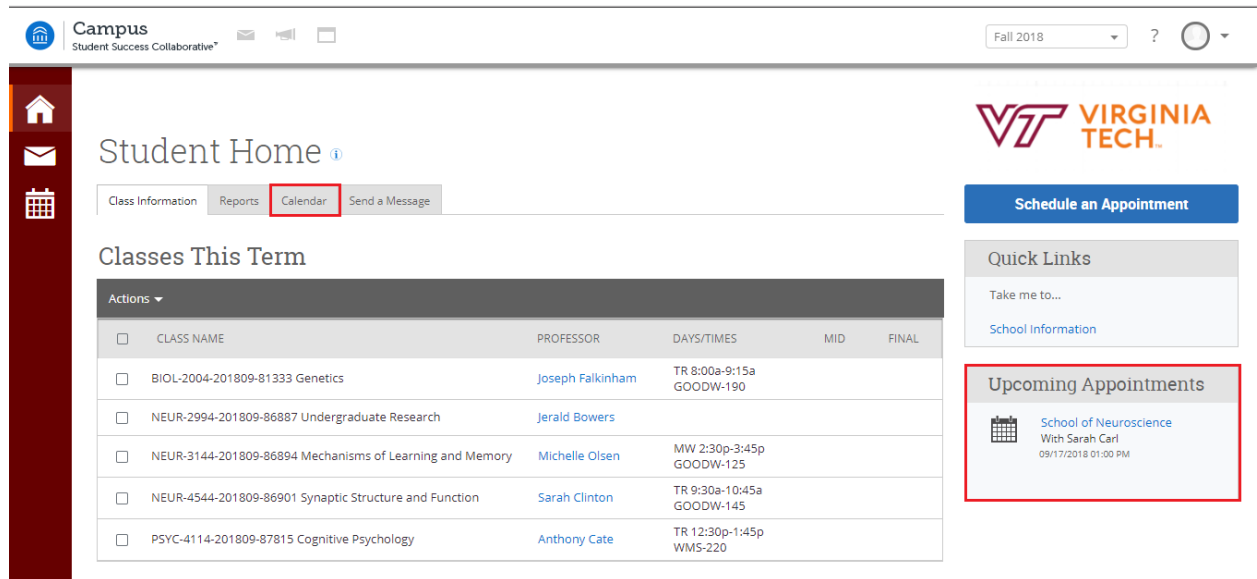


How to Cancel an Appointment in EAB

To cancel an appointment:

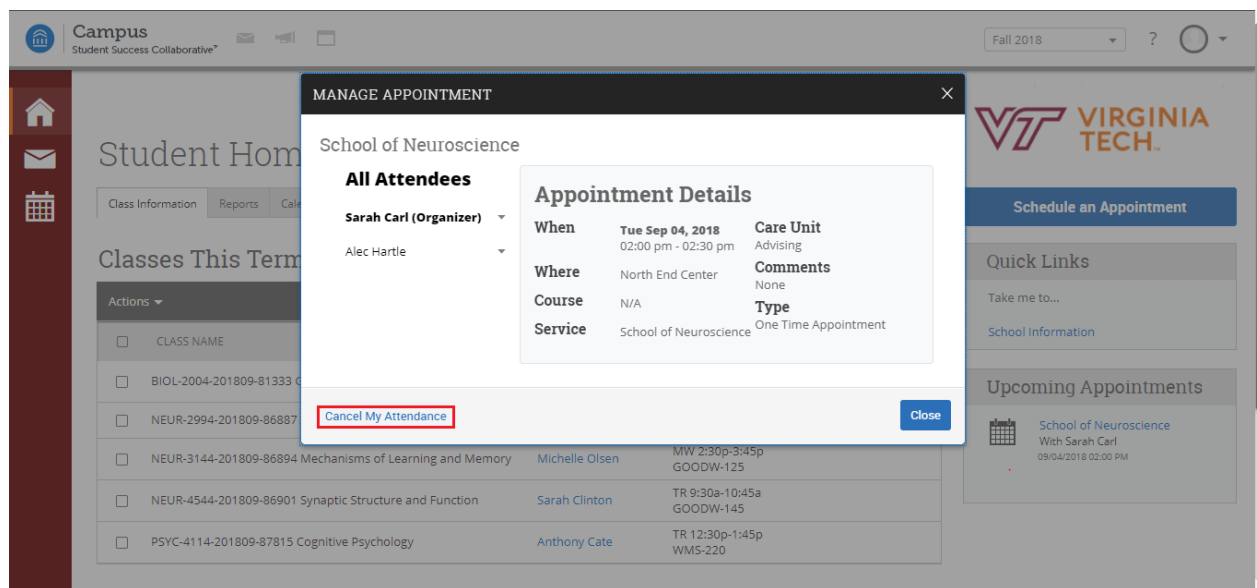
1. Go to this website: <https://vt.campus.eab.com>
2. Log in using your PID and password.
3. This will take you to the following page shown below. There are two ways to cancel your appointment. You can select the appointment you wish to cancel in the “Upcoming Appointments” box or find your appointment within your calendar by selecting the “Calendar” tab.



The screenshot shows the 'Student Home' page. The top navigation bar includes 'Class Information', 'Reports', 'Calendar' (highlighted), and 'Send a Message'. The 'Classes This Term' table lists several courses. On the right, the 'Upcoming Appointments' box is highlighted with a red rectangle, showing an appointment with Sarah Carl on 09/17/2018 at 01:00 PM.

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	BIOL-2004-201809-81333 Genetics	Joseph Falkinham	TR 8:00a-9:15a GOODW-190		
<input type="checkbox"/>	NEUR-2994-201809-86887 Undergraduate Research	Jerald Bowers			
<input type="checkbox"/>	NEUR-3144-201809-86894 Mechanisms of Learning and Memory	Michelle Olsen	MW 2:30p-3:45p GOODW-125		
<input type="checkbox"/>	NEUR-4544-201809-86901 Synaptic Structure and Function	Sarah Clinton	TR 9:30a-10:45a GOODW-145		
<input type="checkbox"/>	PSYC-4114-201809-87815 Cognitive Psychology	Anthony Cate	TR 12:30p-1:45p WMS-220		

4. If you select your appointment from the “Upcoming Appointments” box you will then click on “Cancel My Attendance”.



The screenshot shows the 'MANAGE APPOINTMENT' dialog box. The 'Cancel My Attendance' button is highlighted with a red rectangle. The dialog box displays appointment details for the School of Neuroscience, including attendees (Sarah Carl, Alec Hartle), date (Tue Sep 04, 2018), time (02:00 pm - 02:30 pm), location (North End Center), and course (N/A).

Appointment Details		
When	Tue Sep 04, 2018 02:00 pm - 02:30 pm	Care Unit Advising
Where	North End Center	Comments None
Course	N/A	Type One Time Appointment
Service	School of Neuroscience	

5. Choose your reason for canceling and select “Mark as Cancelled”.

Campus
Student Success Collaborative™

Fall 2018

MANAGE APPOINTMENT

School of Neuroscience

All Attendees

Sarah Carl (Organizer) ▾

Alec Hartle ▾

Cancel My Attendance

Reason:
Select A Reason ▾

Comments:

Don't Mark **Mark as Cancelled**

Cancel My Attendance Close

6. A confirmation will pop up stating that your appointment has been canceled.

Campus
Student Success Collaborative™

Fall 2018

School of Neuroscience

All Attendees

Sarah Carl (Organizer) ▾

Alec Hartle (cancelled) ▾

Appointment Cancelled

[reschedule]

Alec Hartle Cancelled this Appointment due to **Issue(s) resolved - meeting no longer needed**

Cancelled Aug 29 2018 at 06:32 PM

Appointment Details

When Mon Sep 10, 2018
01:00 pm - 01:30 pm

Where North End Center

Course N/A

Service School of Neuroscience

Care Unit Advising

Comments None

Type One Time Appointment

Close

- Alternative Method:
1. On the home screen click on “Calendar”.

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Fall 2018

Student Home

Class Information
Reports
Calendar
Send a Message

Schedule an Appointment

Quick Links

Take me to...
[School Information](#)

Upcoming Appointments

[School of Neuroscience](#)
With Sarah Carl
09/17/2018 01:00 PM

Classes This Term

Actions

<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	BIOL-2004-201809-81333 Genetics	Joseph Falkinham	TR 8:00a-9:15a GOODW-190		
<input type="checkbox"/>	NEUR-2994-201809-86887 Undergraduate Research	Jerald Bowers			
<input type="checkbox"/>	NEUR-3144-201809-86894 Mechanisms of Learning and Memory	Michelle Olsen	MW 2:30p-3:45p GOODW-125		
<input type="checkbox"/>	NEUR-4544-201809-86901 Synaptic Structure and Function	Sarah Clinton	TR 9:30a-10:45a GOODW-145		
<input type="checkbox"/>	PSYC-4114-201809-87815 Cognitive Psychology	Anthony Cate	TR 12:30p-1:45p WMS-220		

- Find your appointment and click on it.

Campus
Student Success Collaborative™

Fall 2018

September 2018

today
<
day
week
month
>

Schedule an Appointment

Quick Links

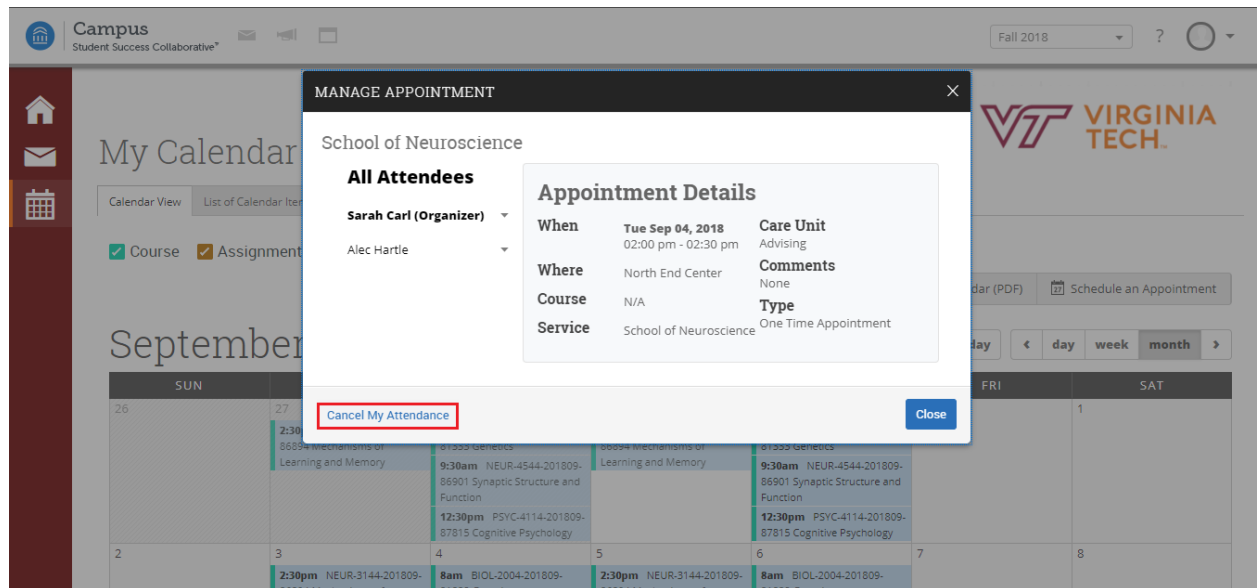
Take me to...
[School Information](#)

Upcoming Appointments

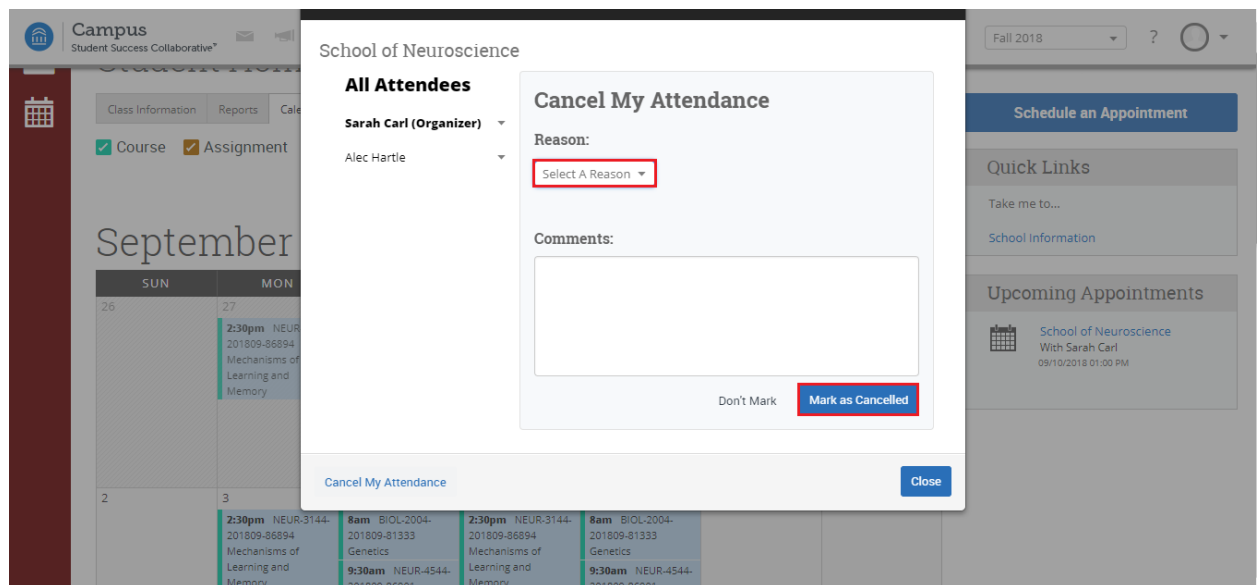
[School of Neuroscience](#)
With Sarah Carl
09/04/2018 02:00 PM

SUN	MON	TUE	WED	THU	FRI	SAT
26	27 2:30pm NEUR-3144-201809-86894 Mechanisms of Learning and Memory	28 8am BIOL-2004-201809-81333 Genetics 9:30am NEUR-4544-201809-86901 Synaptic Structure and Function 12:30pm PSYC-4114-201809-87815 Cognitive Psychology	29 2:30pm NEUR-3144-201809-86894 Mechanisms of Learning and Memory	30 8am BIOL-2004-201809-81333 Genetics 9:30am NEUR-4544-201809-86901 Synaptic Structure and Function 12:30pm PSYC-4114-201809-87815 Cognitive Psychology	31	1
2	3 2:30pm NEUR-3144-201809-86894 Mechanisms of Learning and Memory	4 8am BIOL-2004-201809-81333 Genetics 9:30am NEUR-4544-201809-86901 Synaptic Structure and Function 12:30pm PSYC-4114-201809-87815 Cognitive Psychology 2pm School of Neuroscience	5 2:30pm NEUR-3144-201809-86894 Mechanisms of Learning and Memory	6 8am BIOL-2004-201809-81333 Genetics 9:30am NEUR-4544-201809-86901 Synaptic Structure and Function 12:30pm PSYC-4114-201809-87815 Cognitive Psychology	7	8
9	10	11	12	13	14	15

- Click on "Cancel my Attendance".



4. Choose your reason for cancelling and select "Mark as Cancelled".



5. A confirmation will pop up stating your appointment has been canceled.

Campus

Student Success Collaborative®

Calendar

Class Information

Reports

Calendar

Course

Assignment

September

SUN

MON

26

27

2:30pm NEUR 201809-86994 Mechanisms of Learning and Memory

2

3

2:30pm NEUR 201809-86994 Mechanisms of Learning and Memory

9:30am NEUR-4544-201809-86901 Genetics

9:30am NEUR-4544-201809-86901 Mechanisms of Learning and Memory

9:30am NEUR-4544-201809-86901 Genetics

School of Neuroscience

All Attendees

Sarah Carl (Organizer)

Alec Hartle (cancelled)

Appointment Cancelled

[reschedule]

Alec Hartle Cancelled this Appointment due to **Issue(s) resolved - meeting no longer needed**

Cancelled Aug 29 2018 at 06:32 PM

Appointment Details

When

Mon Sep 10, 2018

01:00 pm - 01:30 pm

Where

North End Center

Course

N/A

Service

School of Neuroscience

Care Unit

Advising

Comments

None

Type

One Time Appointment

Close

Fall 2018

?

Schedule an Appointment

Quick Links

Take me to...

School information

Upcoming Appointments

Calendar

School of Neuroscience

With Sarah Carl

09/10/2018 01:00 PM