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.

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

![Image of EAB interface showing the Student Home tab and Upcoming Appointments section with a Notice and a Management Appointment window]

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

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

Alternative Method:
1. On the home screen click on “Calendar”.
2. Find your appointment and click on it.

3. 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.
Alec Hartle cancelled this appointment due to issue(s) resolved - meeting no longer needed.

Appointment details:
- When: Mon, Sep 10, 2018, 6:00 pm - 6:30 pm
- Where: North End Center
- Course: N/A
- Service: School of Neuroscience