## 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".

() () ()	Campus 🔤 📹					Fall 2018	• ? • •	
<ul> <li>▲</li> <li>▲</li> </ul>	Student Hom	MANAGE APPOINTMENT School of Neuroscience All Attendees	Appointment Details			VIRGINIA Schedule an Appointment		
	Classes This Term	Sarah Carl (Organizer) 👻	When         Tue Sc 02:00 p           Where         North           Course         N/A           Service         School	p 04, 2018 Care Unit m - 02:30 pm Advising ind Center Comments None Type of Neuroscience One Time Appointment		Quick Links Take me to School information		
	BIOL-2004-201809-81333 c           NEUR-2994-201809-86887           NEUR-3144-201809-86894 I           NEUR-3144-201809-86891 S           PSYC-4114-201809-87815 C	Cancel My Attendance Wechanisms of Learning and Memory Synaptic Structure and Function ognitive Psychology	Michelle Olsen Sarah Clinton Anthony Cate	MW 2:30p-3:45p GOODW-125 TR 9:30a-10:45a GOODW-145 TR 12:30p-1:45p WMS-220	Close	Upcomi	Ing Appointments	

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

MANAGE APPOINTMENT     Student Hom     Class information     Reports        All Attendees   Srah Carl (Organizer)     Alec Hartle     Class NAME   BIOL-2004-201809-86887   NEUR-2994-201809-86887   NEUR-2994-201809-86887   NEUR-2994-201809-86887   NEUR-2994-201809-86887   NEUR-2994-201809-86887   NEUR-2994-201809-86887   NEUR-2994-201809-86887   NEUR-2994-201809-86887        Don't Mark	Campus Student Success Collaborative"			Fall 2018 • ? • •
All Attendees   Stark Carl (Organizer)   Sarak Carl (Organizer)   Alec Hartle     Actions -     CLASS NAME   BIOL-2004-201809-86887   NEUR-2994-201809-86887   NEUR-2994-201809-86887   NEUR-2144-201809-86887   NEUR-2144-201809-86887   NEUR-2144-201809-86887        Don't Mark     Mark as Cancelled     School of Neuroscience	Student Hom	MANAGE APPOINTMENT School of Neuroscience	×	
Actions -     Take me to       Actions -     Comments:       BIOL-2004-201809-86887     School Information       NEUR-2994-201809-86887     Upcoming Appointments       NEUR-2994-201809-86887     School of Neuroscience       NEUR-2144-201809-86894     Don't Mark	Class Information Reports Cale	All Attendees Sarah Carl (Organizer) ×	Cancel My Attendance	Schedule an Appointment
BIOL-2004-201809-81333 G         Upcoming Appointments           NEUR-2994-201809-86887         School of Neuroscience           NEUR-3144-201809-86894         Don't Mark           NEUR-3144-201809-86894         Don't Mark	Actions - CLASS NAME		Select A Reason * Comments:	QUICK LINKS Take me to School Information
NEUR-4544-201809-86901         Don't Mark         Mark as Cancelled	BIOL-2004-201809-81333 G			Upcoming Appointments
PSYC-4114-201809-87815	NEUR-4544-201809-86901           PSYC-4114-201809-87815 (		Don't Mark Mark as Cancelled	

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

	Campus Student Success Collaborative*	School of Neuroscience	2	Fall 2018 • ? • •
₩	Class Information Reports Cale	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 Canceled Aug 29 2018 at 06:32 PM	Schedule an Appointment Quick Links Take me to School Information
	SUN MON 26 27 230pm NEUR 25009-8894 Mechanisms of Learning and Memory		Mpointment Details           When         Mon Sep 10, 2018 01:00 pm - 01:30 pm         Care Unit Advising           Where         North End Center         Comments None           Course         N/A         Type           Service         School of Neuroscience         One Time Appointment	Upcoming Appointments School of Neuroscience Web Sarah Carl OSHIO/2018 01:00 PM
	2 3 2:30pm NEUR 201809-8884 Mechanisms of Learning and Memory	Genetics Mechanisr 9:30am NEUR-4544- Learning a 201809-86901 Memory	Close ns of Genetics 9:30am NEUR-4544- 201090-85901	

Alternative Method:

1. On the home screen click on "Calendar".

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		Stu	ident Home 🛛	VIRGINIA TECH.										
Ħ		Class Information Reports Calendar Send a Message								Schedule an Appointment				
		Clas	sses This Term		Quick Links									
		Actior	tions 🕶							Take me to				
			CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	School	School Information					
			BIOL-2004-201809-81333 Genetics	Joseph Falkinham	TR 8:00a-9:15a GOODW-190			Upco	oming	Appointme	ents			
			NEUR-2994-201809-86887 Undergraduate Research	Jerald Bowers				-dd-	School o	School of Neuroscience With Sarah Carl 09/17/2018 01:00 PM				
			NEUR-3144-201809-86894 Mechanisms of Learning and Memory	Michelle Olsen	MW 2:30p-3:45p GOODW-125			With S 09/17/2	With Sar 09/17/2018					
			NEUR-4544-201809-86901 Synaptic Structure and Function	Sarah Clinton TR 9:30a-10:45a GOODW-145										
			PSYC-4114-201809-87815 Cognitive Psychology	Anthony Cate	TR 12:30p-1:45p WMS-220									

## 2. Find your appointment and click on it.

Campus tudent Success Collaborative	, 🛛 🗐 🗌						Fall 2	018 • ? 🔘 •
Septer	nber 20	)18		today	/ K day w	eek month >	Schoo	Information
<b>SUN</b> 25	MON 27 2:30pm NEUR-3144- 201609-36594 Mechanisms of Learning and Memory	TUE           28           8am         BIOL-2004- 201809-81333           Genetics           9:30am         NEUR-4544- 201809-88901           Synaptic Structure and Function           12:30pm         PSVC-4114- 201809-8715	WED 29 2:30pm NEUR-3144- 201809-86894 Mechanisms of Learning and Memory	THU           30           8am BIOL-2004.           201809-81333           Genetics           9:30am NEUR-4544.           201809-86901           Synaptic Structure and Function           12:30pm PSVC-4114.           201809-87815	FRI 31	SAT 1	Upco	oming Appointments School of Neuroscience With Sarah Carl овлои 2018 02:00 рм
2	3 2:30pm NEUR-3144- 201809-86894 Mechanisms of Learning and Memory	Cognitive Psychology 4 8am BiOL-2004- 201809-81333 Genetics 9:30am NEUR-4544- 201809-86901 Synaptic Structure and Function 12:30am PSYC-4114- 201809-87815 Cognitive Psychology 2pm School of Neuroscience	5 2:30pm NEUR-3144- 201809-86894 Mechanisms of Learning and Memory	Cognitive Psychology 6 8 m BiOL-2004- 201809-81333 Genetics 9:30am NEUR-4544- 201809-86901 Synaptic Structure and Function 12:30pm PSVC-4114- 201809-87815 Cognitive Psychology	7	8		
9	10	11	12	13	14	15		

3. Click on "Cancel my Attendance".



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

	Campus Student Success Collaborative	Scho	ool of Neurosc	cience				Fall 20	118 • ? <b>O</b> •
Ħ	Class Information Report	Cale Sa Iment Ale	II Attendees arah Carl (Organize ec Hartle	Reas	ncel My Atten son: ct A Reason 👻	ıdance		So Quic Take m	chedule an Appointment k Links
	Septemb sun 26 27 28 Mer Lear Mer	MON MON NEUR 09-86594 nanitams of ning and loory		Com	ments:	Don't Mark	Mark as Cancelled	School Upcc	Information Differentiation School of Neuroscience With Sarah Carl Optio2018 01:00 PM
	2 3 2:30 2:018 Mech Learn Mem	Pm NEUR-3144- 8a 09-86894 20 hanisms of Ge ning and 9: ory 200	el My Attendance am BIOL-2004- 2 11809-81333 a enetics a 30am NEUR-4544- 11809-86901	2:30pm NEUR-3144 201809-86894 Mechanisms of Learning and Memory	<ul> <li>4. 8am BIOL-2004- 201809-81333 Genetics</li> <li>9:30am NEUR-4544- 201809-86901</li> </ul>		Close	J	

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

