

## Guide to Canceling Appointments

1. Go to <a href="https://collin.onelogin.com/">https://collin.onelogin.com/</a>. Log in and select the Schedule Tutoring TracCloud tile to access your TracCloud dashboard.





2. Click the **X** in the upper right corner of the appointment you wish to cancel. Cancel your appointment at least 60 minutes before the appointment start time to avoid no-show penalties.

Welcome to your <i>DASHBOARD</i> for free tutoring support, on campus or online, in a variety of subjects.	← Thu Aug 18 2022 → technical Campus Writing Center appointment with Shannon R. Subject: Other Location: When: at 900a	ë week ∷≣ list × ₽
<ul> <li>Use directions to the right to schedule an appointment or use open labs.</li> <li>Always make sure you choose your PREFERRED CAMPUS.</li> </ul>	Schedule an Appointment and View Drop-In Schedule Choose a Date & Center Select a Subject Choose a subject	Search

3. Provide a reason for cancellation and click **Cancel Appointment**.

Please	confirm cancellation:
A	Are you sure you want to cancel this appointment? Please provide a reason for cancelling
	Can't make appointment
	Cancel Appointment
	Cancer Appointment Do not Cancer