Guide to Canceling Appointments

1. Go to https://collin.onelogin.com/. Log in and select the Schedule Tutoring **TracCloud** tile to access your TracCloud dashboard.
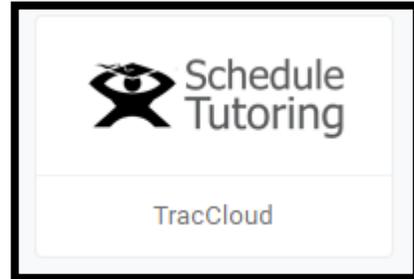
2. Click the **X** in the upper right corner of the appointment you wish to cancel. *Cancel your appointment at least 60 minutes before the appointment start time to avoid no-show penalties.*
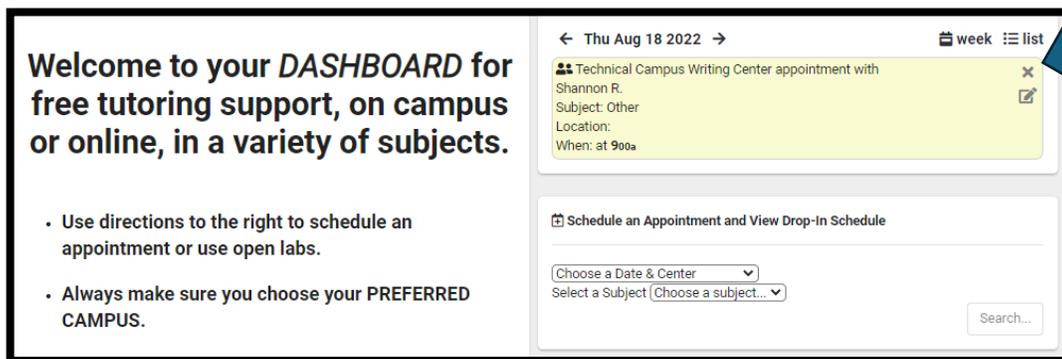
3. Provide a reason for cancellation and click **Cancel Appointment**.