1. **Access Starfish.** MyUT Portal >> Under Student Tab >> Locate section called "My Other Resources" >> Click Starfish Link.

2. **Click on Starfish Menu**, located in top-right corner and click on "Upcoming".
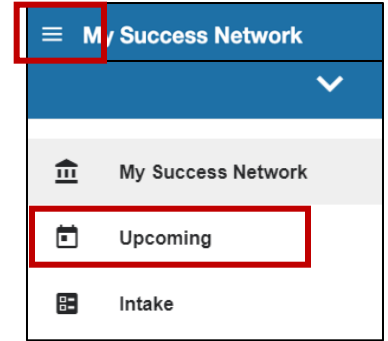
3. Any upcoming appointments will be displayed in this section, **so locate the appointment you would like to cancel**.
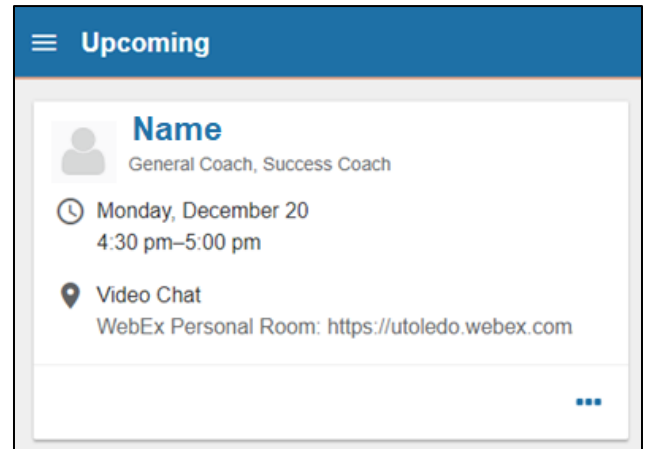
4. Click on the three dots (bottom corner of appointment) and then click "**Cancel Appointment**".