- 1. Access Starfish. <u>MyUT Portal</u> >> 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**.

■ Upcoming	
	Name General Coach, Success Coach
S	Monday, December 20 4:30 pm–5:00 pm
•	Video Chat WebEx Personal Room: https://utoledo.webex.com

4. Click on the three dots (bottom corner of appointment) and then click "Cancel Appointment".

