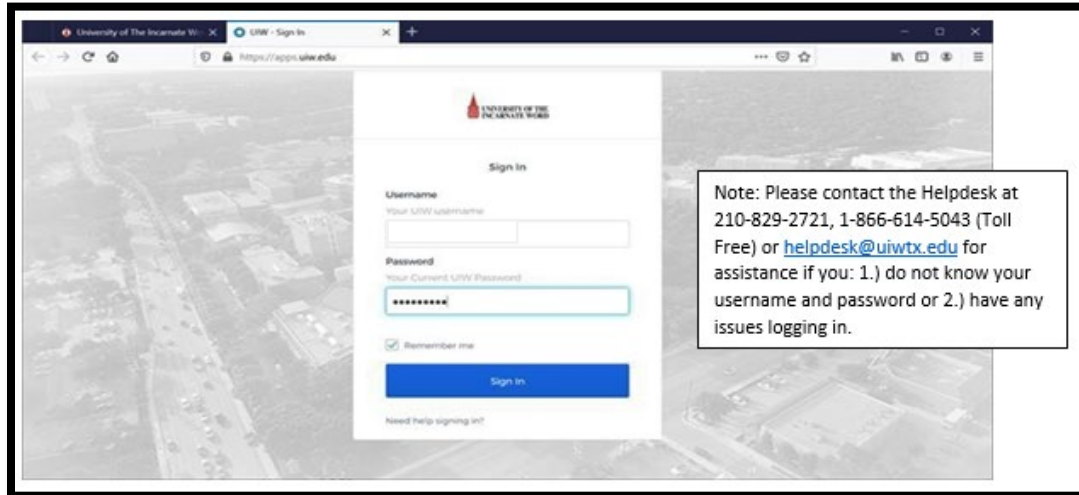




How to Reschedule/Cancel Your Advising Appointment

Step 1: Sign-in to Cardinal Apps

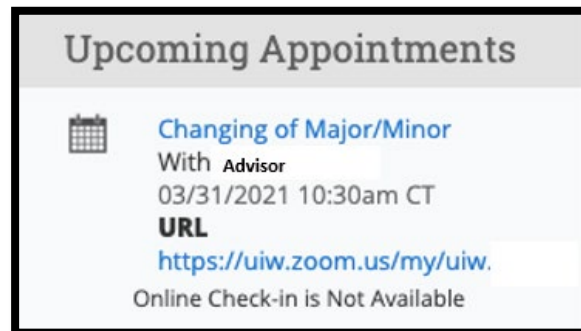


The screenshot shows a web browser window with the URL <https://apps.uiw.edu>. The page is titled "Sign in" and features a login form with fields for "Username" (Your UIW Username) and "Password" (Your Current UIW Password). There is a "Remember me" checkbox and a "Sign in" button. A note on the right side of the page reads: "Note: Please contact the Helpdesk at 210-829-2721, 1-866-614-5043 (Toll Free) or helpdesk@uiwtx.edu for assistance if you: 1.) do not know your username and password or 2.) have any issues logging in."

Step 2: Click on the EAB Navigate icon



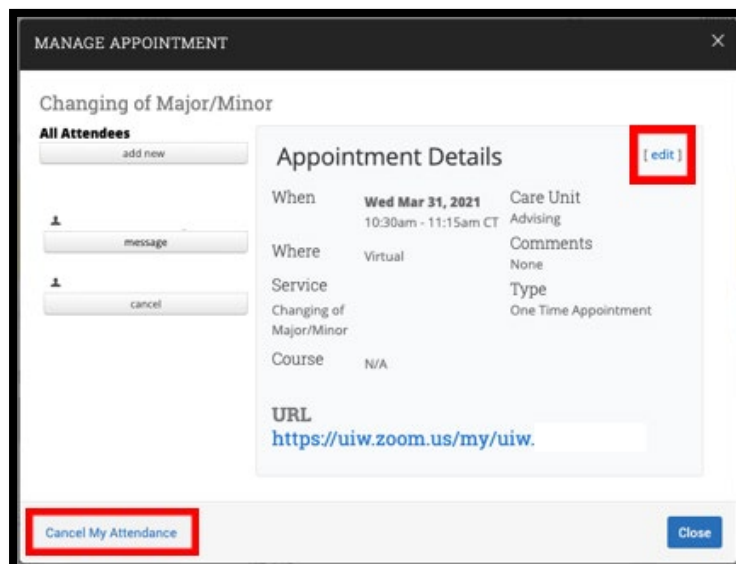
Step 3: From the EAB Homepage, click on the "Upcoming Appointments" box.



The screenshot shows a box titled "Upcoming Appointments" with a calendar icon. The appointment details are as follows:

Changing of Major/Minor
With Advisor
03/31/2021 10:30am CT
URL
https://uiw.zoom.us/my/uiw
Online Check-in is Not Available

Step 4: When the "Manage Appointment" window appears, you can click "Edit" or "Cancel My Appointment".



The screenshot shows a "MANAGE APPOINTMENT" window for a "Changing of Major/Minor" appointment. The window is divided into sections:

- All Attendees:** Includes an "add new" button and a "message" button.
- Appointment Details:** Includes an "edit" button (highlighted with a red box).
- Appointment Information:**
 - When: Wed Mar 31, 2021 10:30am - 11:15am CT
 - Where: Virtual
 - Service: Changing of Major/Minor
 - Course: N/A
 - Care Unit: Advising
 - Comments: None
 - Type: One Time Appointment
- URL:** <https://uiw.zoom.us/my/uiw>
- Buttons:** "Cancel My Attendance" (highlighted with a red box) and "Close".

Step 5: To RESCHEDULE your appointment, click “edit”. (The window below will appear.) Use the calendar on the left-hand side to select the day you prefer or select a time/day from a *green, open time-slot* in the weekly calendar.

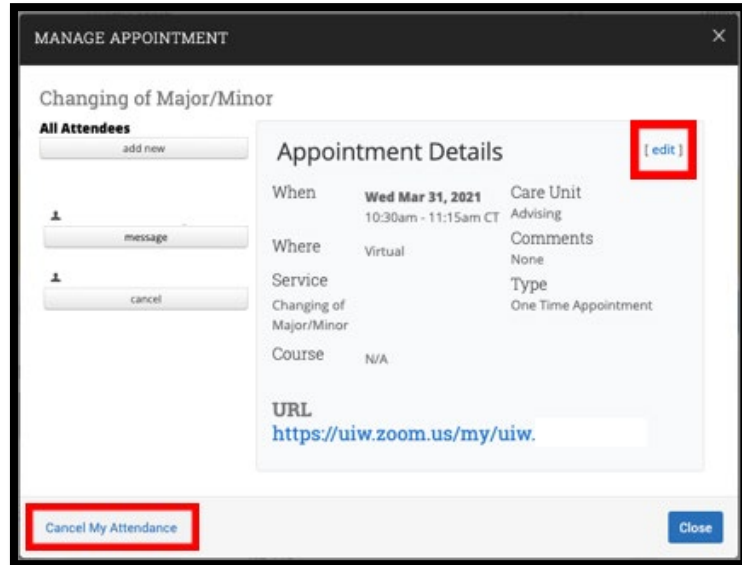
The screenshot shows the NAVIGATE interface with a 'Quick Search' bar and 'Terms' set to 'Spring 2021'. On the left, there is a 'Comments' field and a 'Select a Date' calendar for March 2021. The calendar shows the date 31 highlighted. Below the calendar are 'Reminders' options: 'Send E-mail Reminder to the organizer attendee?', 'Send E-mail Reminder to non organizer attendees?', and 'Send a text reminder to the organizer'. The main area displays a weekly appointment grid for the dates 03/28 (SUN) through 04/03 (SAT). The grid shows time slots from 6:00am to 12:45pm CT. A red box highlights a 'DROP-IN' slot on 03/31 (WED) at 10:30am - 11:15am CT, which is marked with a checkmark and '1/1'. Other slots are marked as 'BUSY' or 'DROP-IN' with '0/1'.

Step 6: Scroll and Click, “Save Appointment”. Your Appointment is now rescheduled and you will receive an email notification.

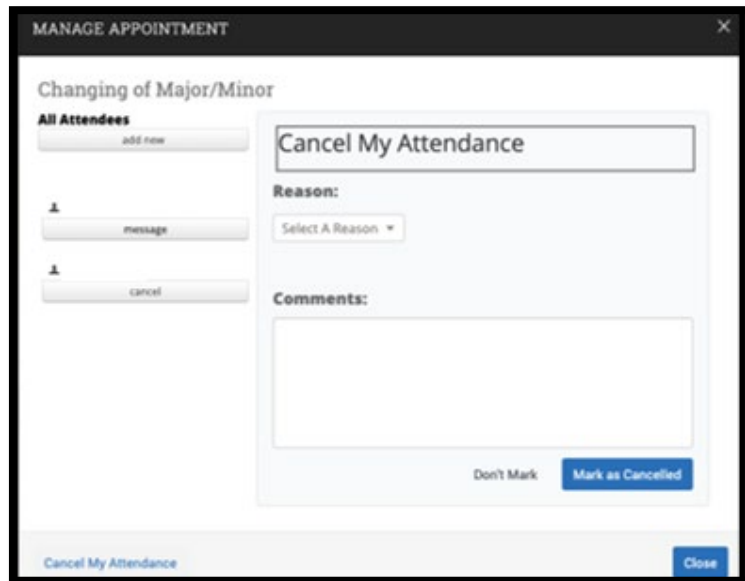


The instructions below will help you cancel your advising appointment, if necessary.

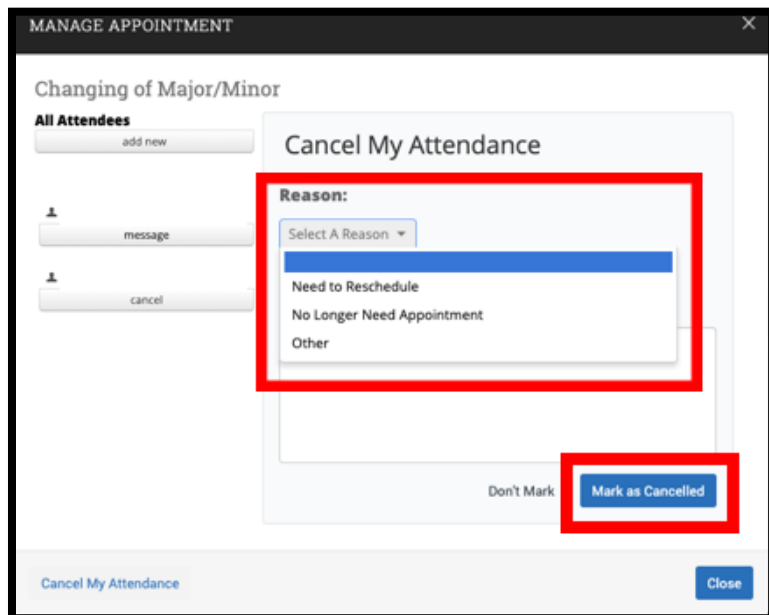
To CANCEL Your Appointment: Click “Cancel” from the “Manage Appointment” window on Step 4.



A new window will open.



Select a reason for cancelling from the drop-down menu, then click “mark as cancelled”.



Once you have successfully cancelled your appointment, you will see a confirmation dialog box. Both you and your Advisor will receive a cancellation email.

The screenshot displays a web interface for managing appointments. A confirmation dialog box is highlighted with a red border, containing the following text:

Appointment Cancelled
[reschedule with organizer and attendees]
[reschedule with only attendees]
Cancelled this Appointment due to **No Longer Need Appointment**
Cancelled Mar 23 2021 at 2:09pm CT

Below the dialog, the 'Appointment Details' section is visible, showing:

When	Wed Mar 31, 2021 10:30am - 11:15am CT	Care Unit Advising
Where	Virtual	Comments None
Service	Changing of Major/Minor	Type One Time Appointment
Course	N/A	

The URL is <https://uiw.zoom.us/my/uiw>.

On the right, a mobile app interface for 'INCARNATE WORD' is shown. A notification dialog box is highlighted with a red border, containing the following text:

Cancelled Appointment

Cancelling Changing of Major/Minor for Myself