*THE BAY ADVISOR – APPOINTMENT cancelation GUIDE*

1. Go to the Bay Advisor – Cal State East Bay using the link: <https://www.csueastbay.edu/aps/the-bay-advisor.html>



Click on **LOG ON HERE**.

1. Enter your netid and password to login.



1. Once you see the Bay Advisor page, click on the **Appointment** you wish to cancel.



1. Click on **Cancel My Attendance** in the Manage Appointment section.



1. Select the appropriate reason for cancellation from the drop-down list.



1. Type any additional comments about the appointment cancellation & click **MARK AS CANCELLED.**



1. You will now see a confirmation about the appointment cancellation. Click **CLOSE.**

 