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.
2. Enter your netid and password to login.
3. Once you see the Bay Advisor page, click on the **APPOINTMENT** you wish to cancel.
4. Click on **Cancel My Attendance** in the Manage Appointment section.
5. Select the appropriate reason for cancellation from the drop-down list.
6. Type any additional comments about the appointment cancellation & click **MARK AS CANCELLED**.
7. You will now see a confirmation about the appointment cancellation. Click **CLOSE**.