## HOW TO CANCEL AND RESCHEDULE ORIENTATION

Click on UH Self-Service.

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Log on using the **student's ID and password**.

## Click on Student Admissions.



On the left side of your screen, click **New Student Orientation**.

٢	Student Home
2	Application Status
	Application Fee Payment
	Apply for UH Scholarships
Ē	New Student Orientation
i	Class Search/Browse Catalog

Press the middle yellow "**Register for Conference**" button and you will see your previous date prepopulated in the \*Schedule field.

At the bottom, press "**Cancel Registration**." A confirmation message will appear, select "Yes" to cancel your date.



To reschedule, follow steps 8–10. Otherwise end session.

Click on the New Student Orientation left tab again.

Select "**Register for Conference**" and select a new date by clicking the magnifying glass beside Schedule.

Please select a New Student Conference
\*Schedule

Event \*Select your preferred time

Click **Submit**. A confirmation message will appear.

