



Step 1: Go to the <u>NSC website</u> and click the Login icon at the top right hand of the screen.

Step 2: Log in with your NSHE Number (student number) and Password

NEVADA STATE COLLEGE
Sign In
NSHE/NSC ID
Password
LOGIN
Forgot Password   First Time Users   Need Help?
Terms of Use: By logging into myNSC, you agree to abide by the <u>NSHE Computing Resources Use Policy.</u>



## Step 3: Click on Apps

% QuickLaunch		•
FAVORITES		Z
PeopleSoft		
🛞 WCOnline		
🔘 KBox Support Portal		
	Manage Favorites	+Add
LAUNCHPAD		
Email (Office 365)		
Faculty Center		
🔘 Files		
Online Courses (Webc	ampus/Canvas)	
Refer Student to the S	tudent C.A.R.E. Team	
Refer Student to Stude	ent Conduct	
🙆 Scorpion Card		
Survey Tool/Qualtrics		
Warkday		
+ APPS		
+ FACULTY CENTER		
+ HUMAN RESOURCES		
+ LIBRARY		
+ PEOPLESOFT		

Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.





Sep 5: Click on the three lines the left side of the screen



Step 6: Click Upcoming

-	×
Ē	My Success Network
	Upcoming

Step7: Click the three dots at the bottom of the appointment you wish to cancel.



Step 8: Please provide a reason for the cancellation then click submit.

Are you sure you want to cancel your appointment with Samuel Goodrich on Wednesday, August 14th 11:00 AM?

You can add a message explaining why you need to cancel:





## Another way to cancel upcoming appointments is:

Step 1: Click on the three lines the left side of the screen



## Step 2: Click Dashboard



Step 3: Click the 'X' icon on the left side of the upcoming appointment

2 Dashboard		
WEDNESDAY		TODAY
11:00 am	Appointment  Reason: Advising Hold  Reaker Student Success Center  Jesse Poole	
WEDNESDAY		08-14-2019
11:00 am	Appointment  Reason: Graduation Requirements  Reason: Graduation Requirements  Reason: Graduation Requirements  Samuel Goodrich	

Step 4: Please indicate the reason to cancel the appointment then click submit

<u>朱 × × </u>			
Cancel Appointment			
Are you sure you want to cancel your 11:00 am appointment with Samuel Goodrich?			
You can send this person a message explaining why you have to cancel. This message will be saved with the appointment notes:			
* Required fields Never Mind Submit			