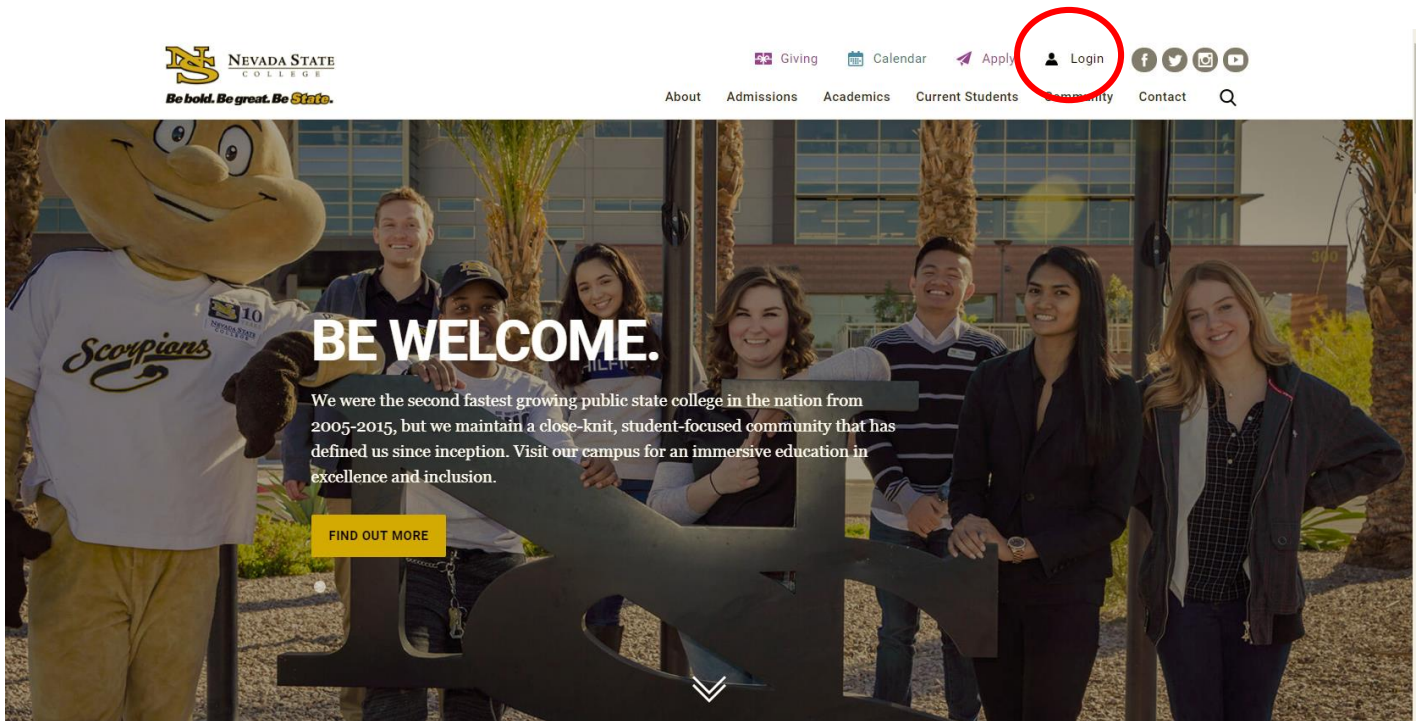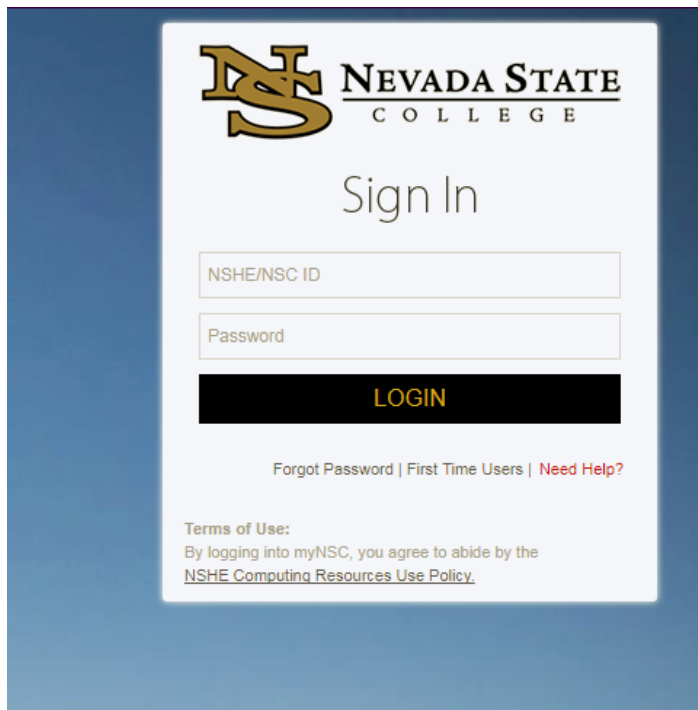Step 1: Go to the NSC website and click the Login icon at the top right hand of the screen.
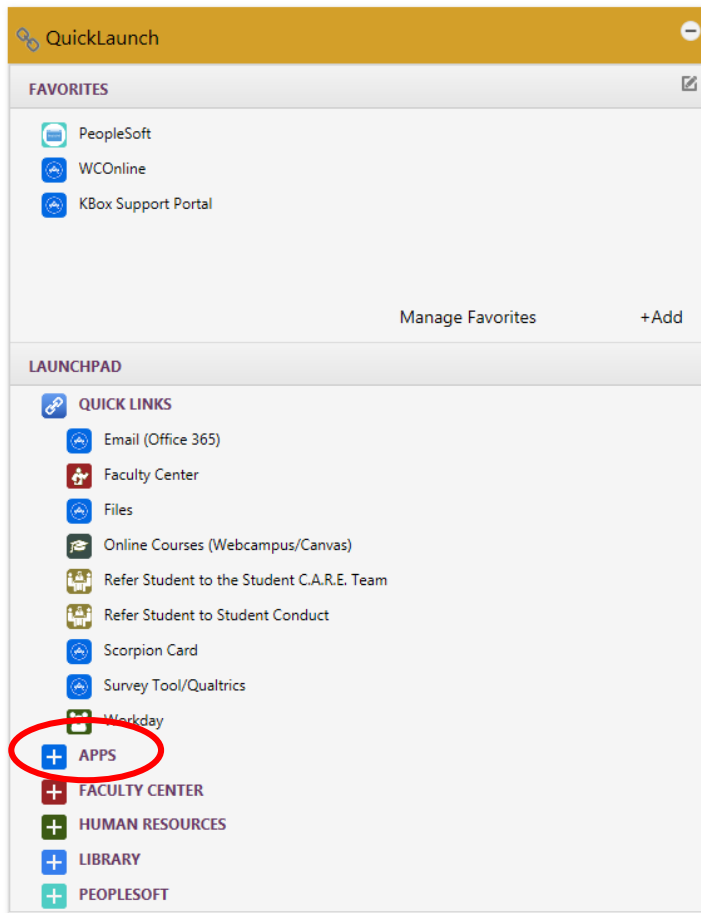

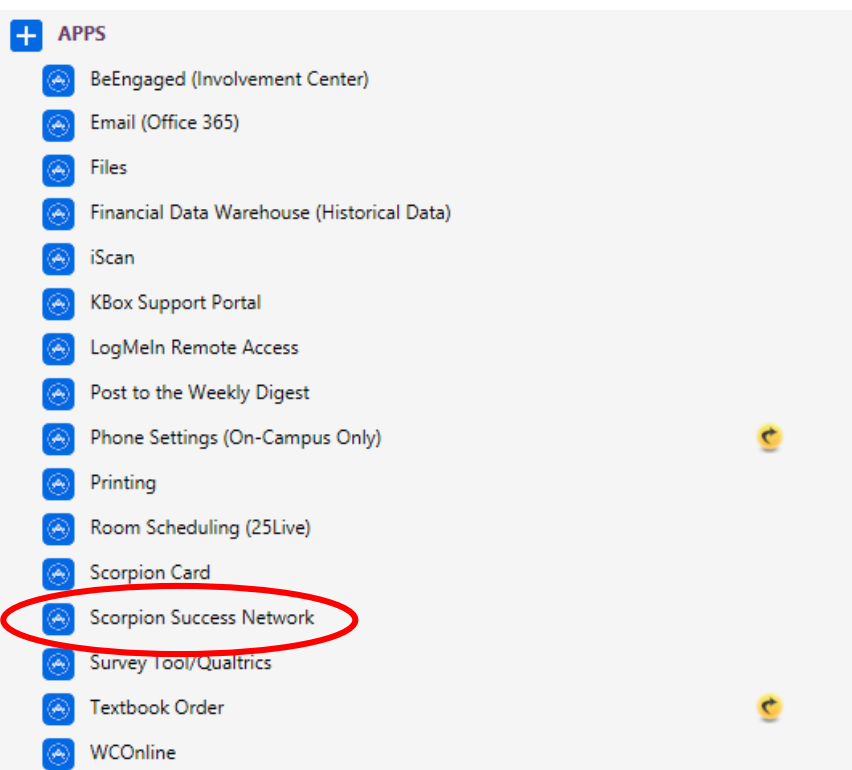Step 2: Log in with your **NSHE Number** (student number) and **Password**

Step 3: Click on **Apps**

Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.
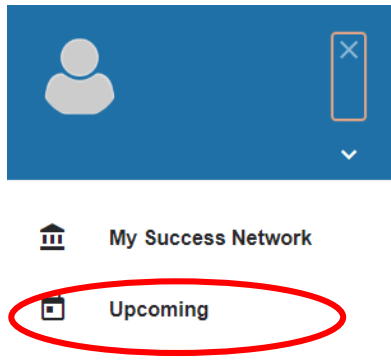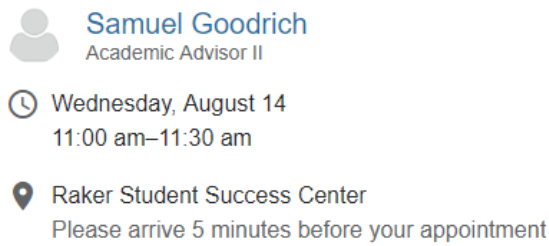
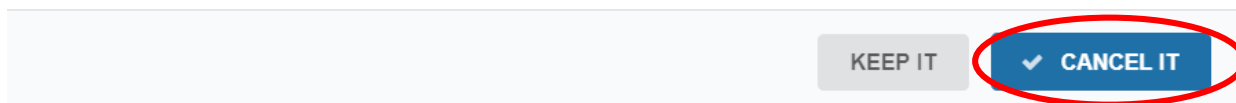Sep 5: Click on the three lines the left side of the screen

Scorpion Success Network

Step 6: Click **Upcoming**

🏛 My Success Network

📅 Upcoming

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

Samuel Goodrich
Academic Advisor II

🕐 Wednesday, August 14
11:00 am–11:30 am

📍 Raker Student Success Center
Please arrive 5 minutes before your appointment

•••

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?

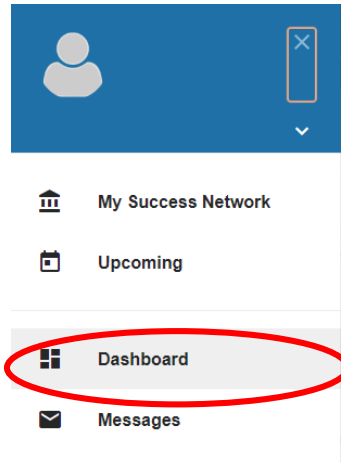You can add a message explaining why you need to cancel:

KEEP IT   ✓ CANCEL IT

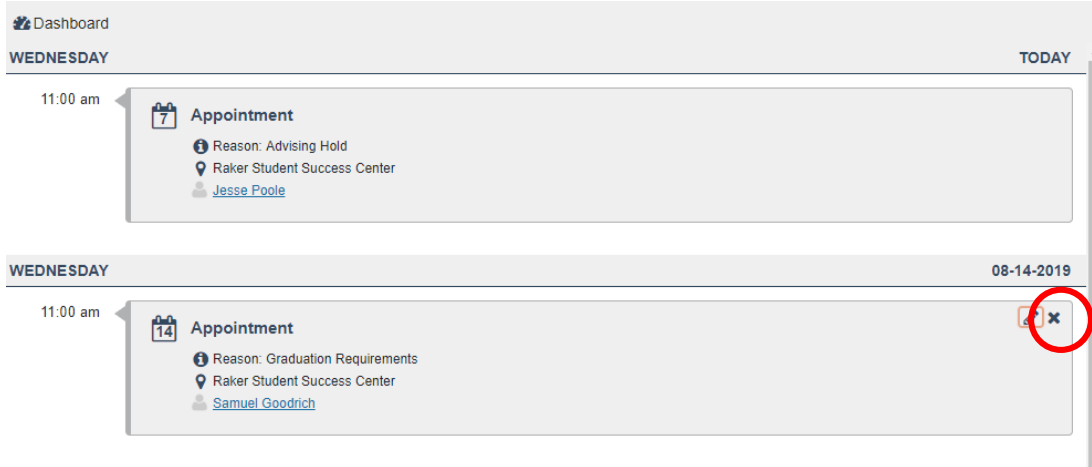**Another way to cancel upcoming appointments is**:

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

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