# CANCELING AND RESCHEDULING A CONFERENCE

1. Click on the **UH Self-Service** link.

2. Log on using the students ID and password.

3. Click on the **Student Admission** link.

4. Under **Student Admission**, click the **New Student Conference** link.

5. The conference in which the student is currently enrolled will default into the **Schedule** field.

6. Click the **Cancel** button.

7. A confirmation message will appear.


9. Click on the **New Student Conferences** link.

10. Select the new conference time.

11. Update contact preferences if needed.

12. Indicate whether the student will be staying overnight.

13. Include guest, their relation and if they are staying overnight.

14. Click the **Submit** button.

15. A confirmation message will appear.