HOW TO CANCEL AND RESCHEDULE
ORIENTATION
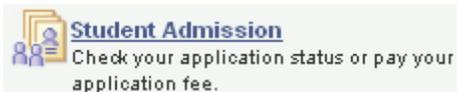
1 Click on **UH Self-Service**.

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

3 Click on **Student Admission**.

4 Under Student Admission, click **New Student Conferences**.

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

6 Click **Cancel**. A confirmation message will appear.

7 **To reschedule, follow steps 8–12. Otherwise end session.**

8 Click on **New Student Conferences**.

9 Select the new conference time.

10 Update contact preferences if needed.

11 Indicate whether the student will be staying overnight. Include guest, their relation, and if they are staying overnight.

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