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 **Admissions**.

   ![Admissions](image)

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

   ![New Student Orientation](image)

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

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

   ![Cancel Registration](image)

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

8. Click on the **New Student Orientation** left tab again.

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

   ![Select New Student Conference](image)

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