

HOW TO CANCEL AND RESCHEDULE ORIENTATION

1

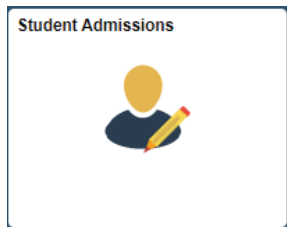
Click on **UH Self-Service**.

2

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

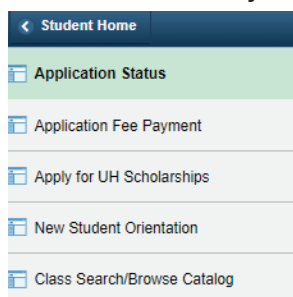
3

Click on **Student Admissions**.



4

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

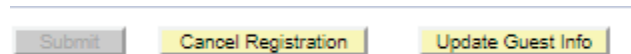


5

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.



7

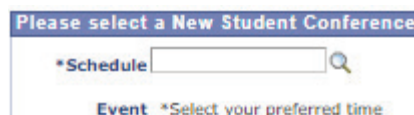
To reschedule, follow steps 8–10. Otherwise end session.

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.



10

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