

# How to cancel an appointment on Penji?



**Step 1 . Click the session you want to cancel.**

International Tutoring Center

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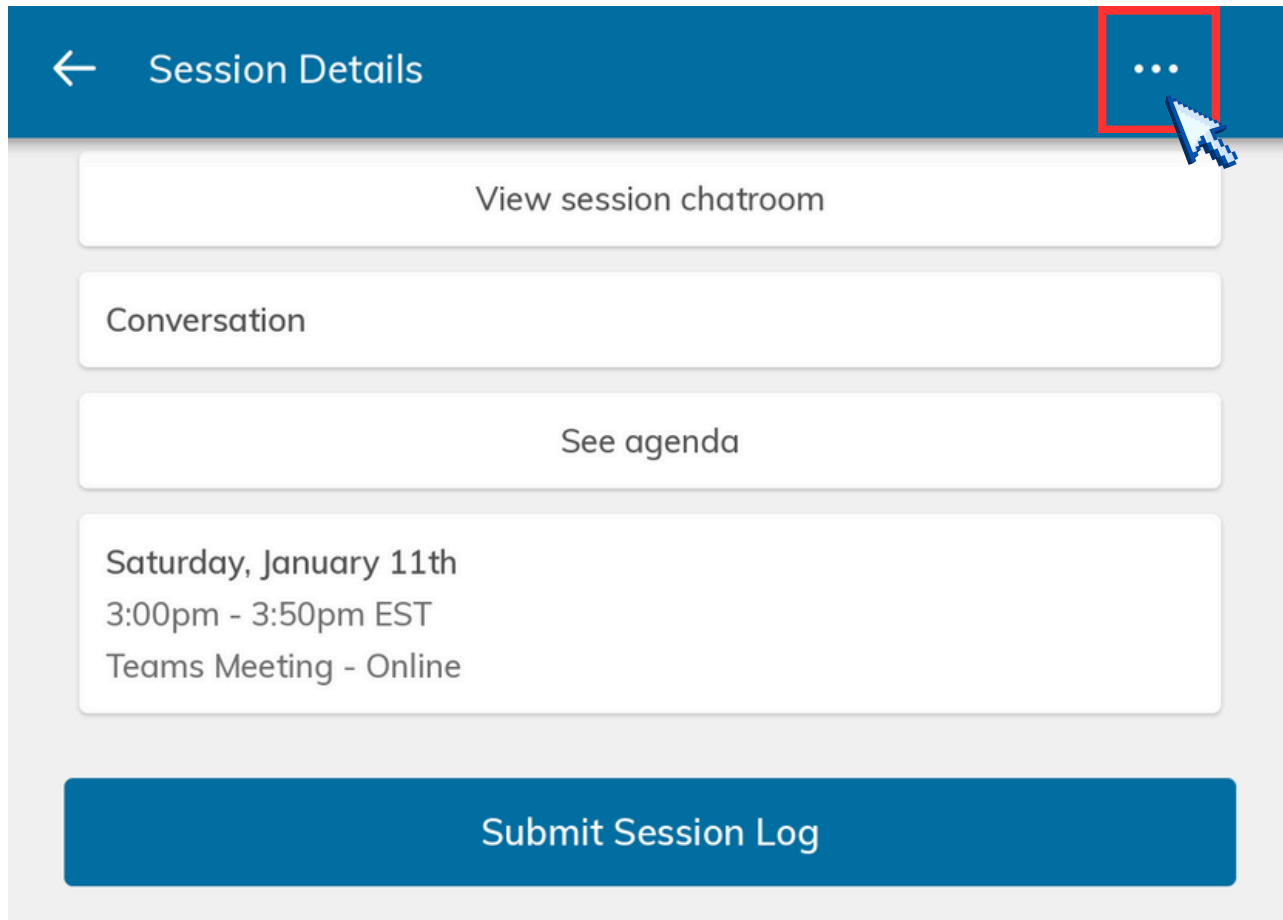
Upcoming By Day of Week By Tutor

SATURDAY

Conversation Saturday 3:00pm - 3:50pm EST

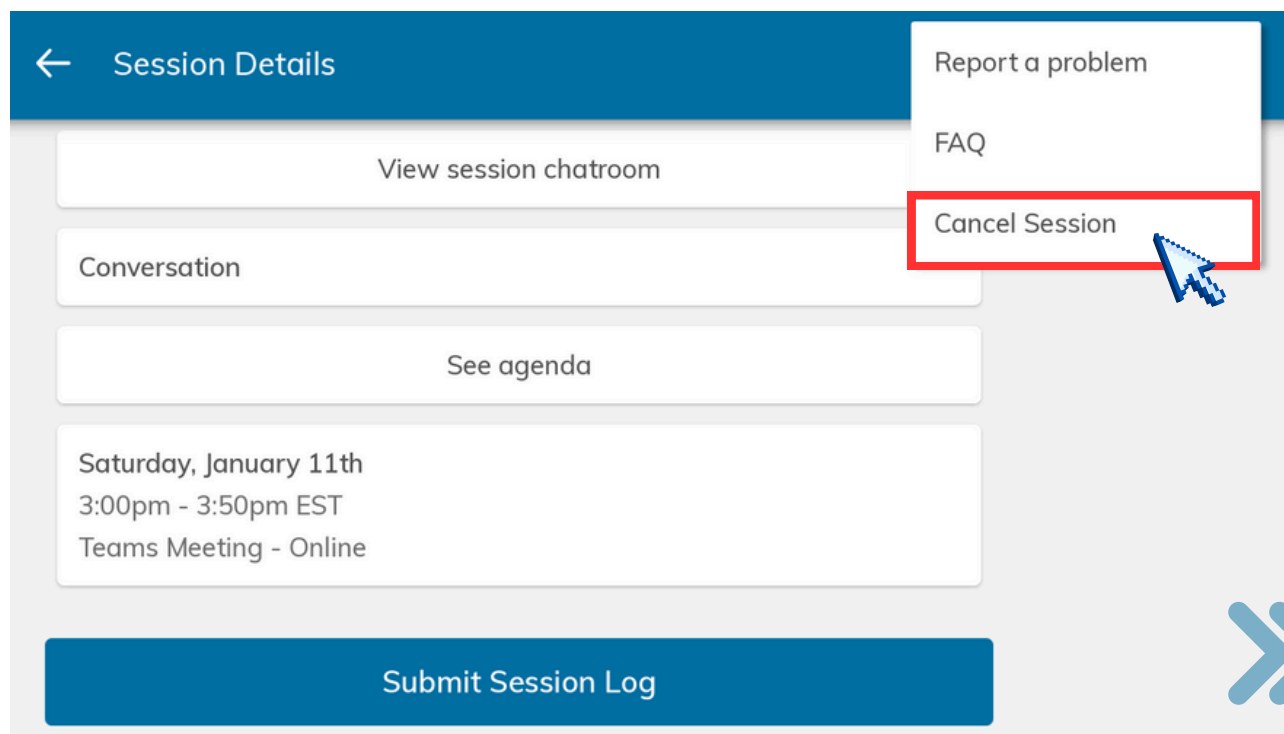


## Step 2. Click the three dots at the top-right corner.



The screenshot shows the 'Session Details' page. At the top left is a back arrow and the text 'Session Details'. At the top right, a three-dot menu icon is highlighted with a red square, and a mouse cursor is pointing at it. Below the header are four white buttons: 'View session chatroom', 'Conversation', 'See agenda', and a date/time block: 'Saturday, January 11th', '3:00pm - 3:50pm EST', 'Teams Meeting - Online'. At the bottom is a large blue button labeled 'Submit Session Log'.

## Step 3. Click Cancel Session



The screenshot shows the 'Session Details' page with the three-dot menu open. The dropdown menu is white and contains three options: 'Report a problem', 'FAQ', and 'Cancel Session'. The 'Cancel Session' option is highlighted with a red rectangle, and a mouse cursor is pointing at it. The rest of the page content is identical to the previous screenshot.





## Step 4. Enter the reason for canceling and click the "Cancel Session" button.


Cancel Session ×

This session will be cancelled.

Enter the reason for cancelling

I received a job interview meeting.

Cancel Session 

## Need help?

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 <https://international.northeastern.edu/gss/>

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