1. Log into **myUwindsor**.
2. Click on the **mySuccess** tab in the top left corner of the myUwindsor home page (see image below).



1. Log into mySuccess with the same username and password you used for myUwindsor.
2. Click on the ‘**Writing Support**’ tab in the top left corner (see image below).



1. Click on the ‘**Appointments**’ tab that appears beneath the ‘Writing Support’ tab (see image below).



1. Click on the ‘**View Calendar**’ option that appears to the right of the menu (see image below).



1. On the calendar that pops up, select the appointment that you want to cancel (see image below).



1. On the page that shows up, press the red ‘Cancellation’ button at the top of the form (see image below).



