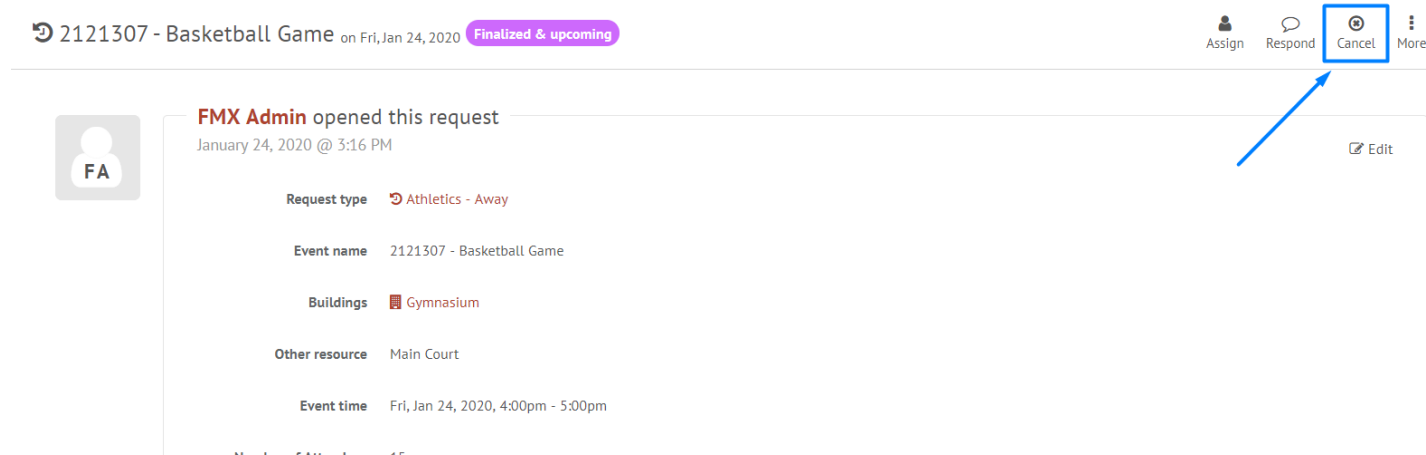
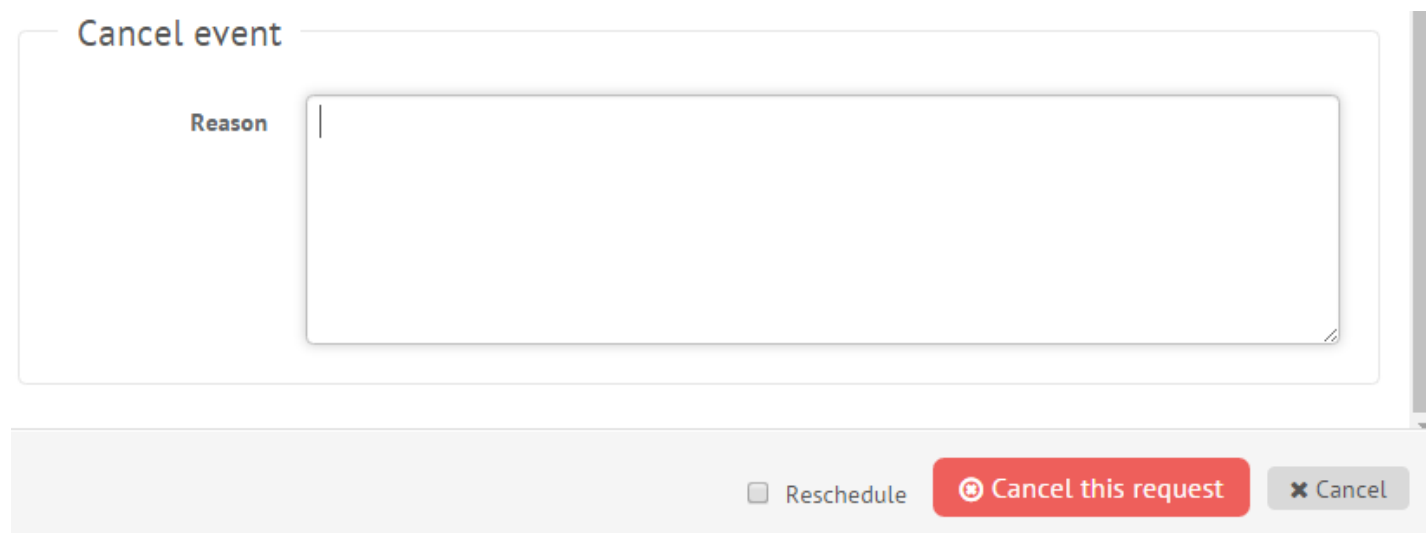


How to Cancel a Schedule Request?

1. Find the schedule request that needs cancelled or rescheduled and click the **“Cancel”** button.



2. Enter the reason the event is being cancelled and click the red **“Cancel this request”** button.



*** Note: Requests can only be canceled by a requester when the request has been fully approved or not approved at all.

If you are unable to cancel a request, please reach out to Facilities Secretary Barbara Dodd doddb@eht.k12.nj.us or Ext. 1801 for assistance.