

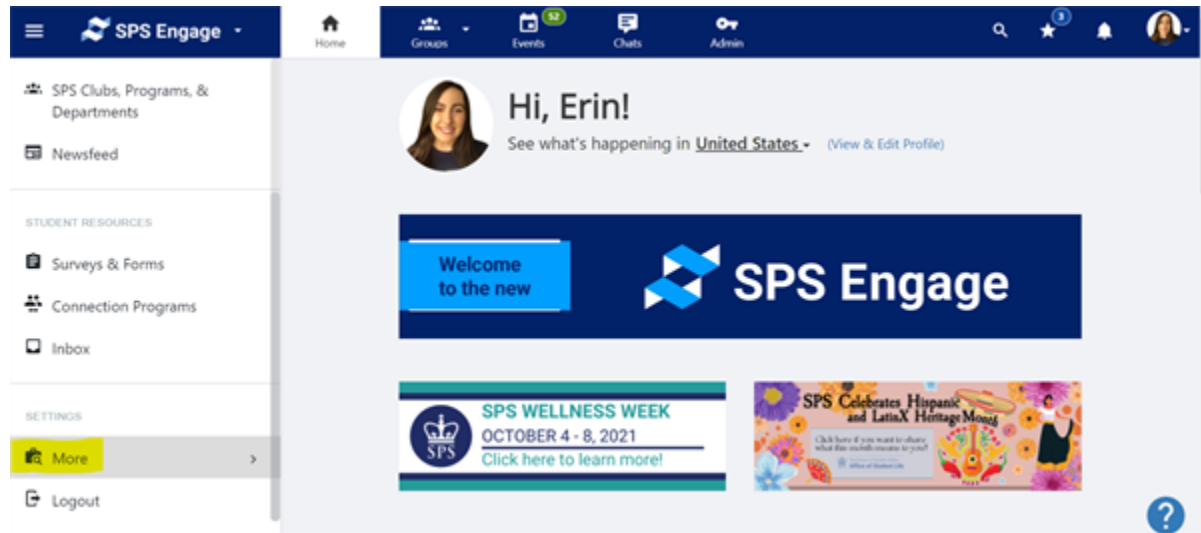


## SPS TUTORING PROGRAM

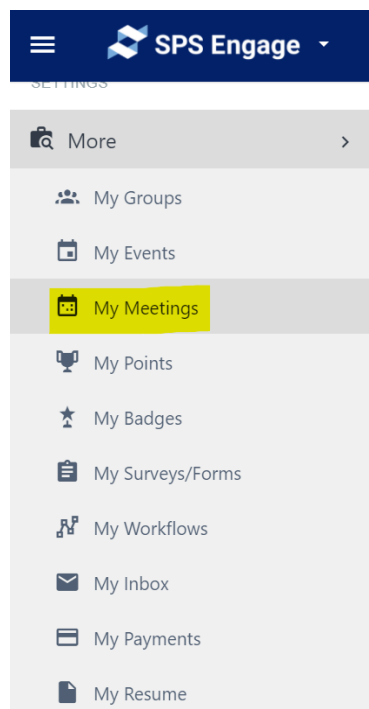
### How to Cancel or Reschedule a Tutoring Appointment

#### DESKTOP INSTRUCTIONS

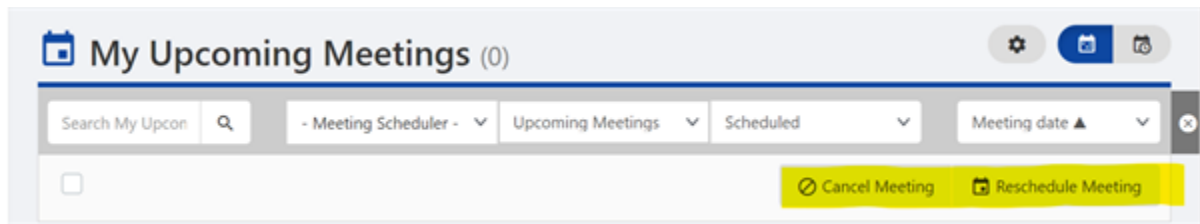
1. On the homepage, look at the menu on the left-hand side and click "more."



2. After clicking more, you should see "my meetings." Click this.



3. This brings you to your upcoming meeting page. Select the meeting you want to cancel or reschedule, and use the options on the top right to complete the process.



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## MOBILE PHONE INSTRUCTIONS

1. On the CampusGroups (SPS Engage) mobile app, click on the "more" tab located at the bottom right of the screen.

2. Scroll down and click "more" once again. This will open another menu list.

3. Select "my meetings."

4. This brings you to your Upcoming Meetings page. Select the meeting you want to cancel or reschedule, and use the options on the top right to complete the process.

(Screenshots below).

We hope this helps! If you have any questions, please email [sps-tutoring@columbia.edu](mailto:sps-tutoring@columbia.edu).

10:14



SPS Engage



SPS Instagram



SPS Twitter

## SETTINGS



More



My Badges



My Points



My Surveys/Forms



My Workflows



My Payments



My Meetings



Switch App



App Settings (Admin Only)



Logout



Feed



Chat



Events



Groups



More



My Upcoming Meetings



## My Upcoming Meetings (0)



Search My Upcoming Meeting:



Meeting date ▲



No result found



Feed



Chat



Events



Groups



More