How to Cancel a Test Reservation

1. Log into the Online Portal, and Select “Book a Test”.

2. Select “My Upcoming Events”.

Please click a menu item to the left that you would like to use. You will be asked to log in using your UMD Directory ID and Password.
3. Select “Cancel” for the Reservation you Want to Cancel.

4. Confirm Your Cancellation by Selecting “Ok”.

[Diagram showing a user interface for scheduling a test, mid-term or quiz, with options to select 'Cancel' for a reservation and confirm the cancellation.]

[Dialog box showing a confirmation message to cancel the appointment.]

[Diagram showing the same user interface with the 'Cancel' option highlighted for a reservation.]
5. Confirmation you have Canceled your Testing Reservation.