Rescheduling & Cancelling an Appointment

Before You Begin

Please note that cancelling an appointment will also cancel any existing request(s) associated with it. You will need to submit a new request and book another appointment to view the materials you originally requested for consultation.

- 1. If you are not already logged in, visit <u>https://aeon.library.utoronto.ca/</u> and enter your UTORid and password (or your username and password if you are a visiting researcher)
- 2. Under the main navigation, click on **Appointments**:



- 3. Select the appointment which you would like to reschedule or cancel
- 4. On the next page that opens, click *Edit Appointment* to reschedule the appointment, or on *Cancel Appointment* to cancel it:





5. Modify or cancel the appointment as necessary.

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Source URL: https://library.vicu.utoronto.ca/collections/special_collections/account/appointments