

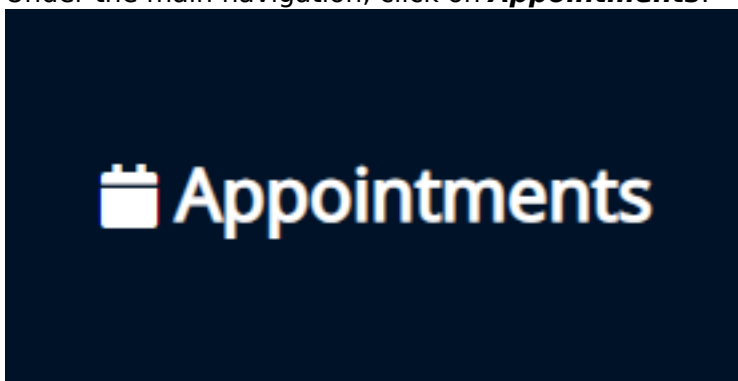
## Rescheduling & Cancelling an Appointment

### 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 <https://aeon.library.utoronto.ca/> 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.

Last updated: April 23, 2024

**Source URL:** [https://library.vicu.utoronto.ca/collections/special\\_collections/account/appointments](https://library.vicu.utoronto.ca/collections/special_collections/account/appointments)