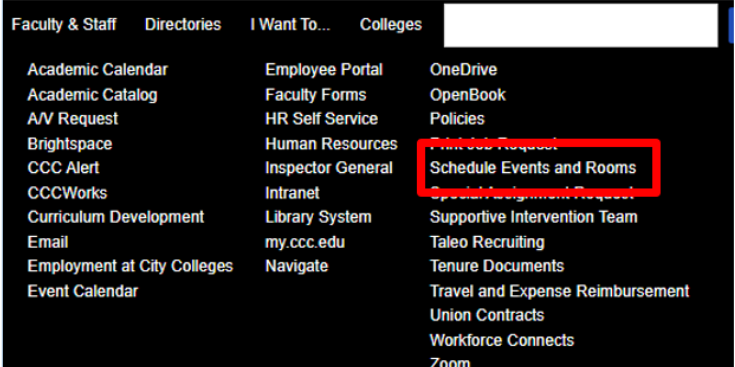
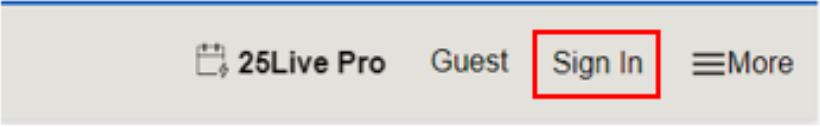
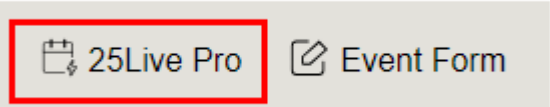
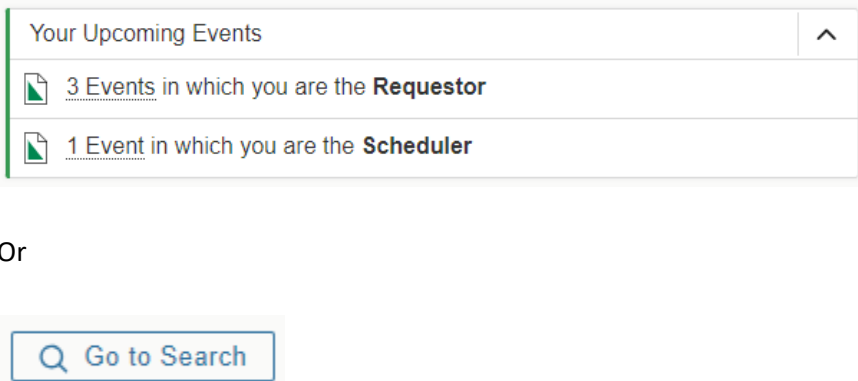
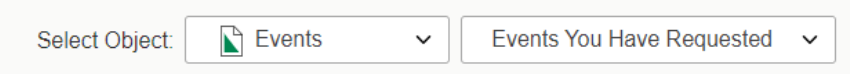
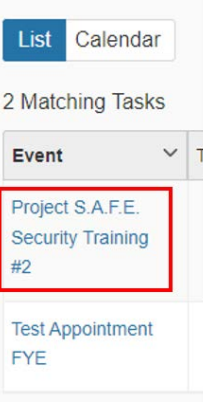
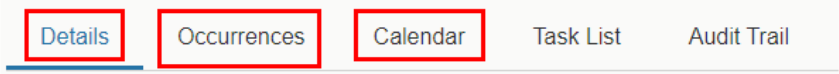
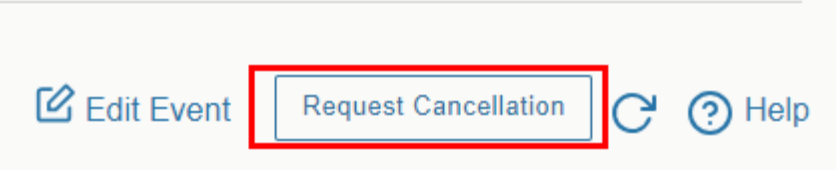


Requestors can cancel an event at any point of the process before the first date of the event.

<p>1 Open City Colleges of Chicago webpage at ccc.edu.</p> <p>Click on Event/Room Scheduling under Faculty & Staff directory</p>	
<p>2 On Campus using CCC Internet:</p> <ul style="list-style-type: none"> Click on Sign In <p><i>You should automatically enter the system. Or you will need to sign in using your CCC username and password.</i></p>	
<p>3 The following Navigation Bar will populate.</p> <ul style="list-style-type: none"> Click on 25Live Pro to populate the Dashboard. 	
<p>4 Locate the Event from the 25Live Dashboard under Your Upcoming Events or Click on Go to Search.</p>	
<p>5 Populate the Select Object of Events and Events You Have Requested.</p>	

<p>6 Click on the Event Name to open the Task.</p>	
<p>7 Choose one of the following Event views:</p> <ul style="list-style-type: none">• Details• Occurrences• Calendar	
<p>8 Click Request Cancellation.</p> <p>Enter a comment describing why you want to cancel the event.</p>	
<p>END OF PROCESS.</p>	