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

1. Open City Colleges of Chicago webpage at [ccc.edu](http://ccc.edu).
   Click on Event/Room Scheduling under Faculty & Staff directory

2. On Campus using CCC Internet:
   - Click on Sign In
   
   *You should automatically enter the system. Or you will need to sign in using your CCC username and password.*

3. The following Navigation Bar will populate.
   - Click on 25Live Pro to populate the Dashboard.

4. Locate the Event from the 25Live Dashboard under **Your Upcoming Events** or Click on **Go to Search.**

5. Populate the Select Object of Events and Events You Have Requested.
6 Click on the Event Name to open the Task.

7 Choose one of the following Event views:
   - Details
   - Occurrences
   - Calendar

8 Click Request Cancellation.
   Enter a comment describing why you want to cancel the event.

END OF PROCESS.