How to Cancel a Tutoring Appointment via the MyUSM Portal

1. Sign in to the MyUSM Portal via www.mycampus.maine.edu using your MaineStreet credentials.

2. On the left-hand menu, expand the USM Quick Links tab and click Tutoring at USM.

3. Select the desired location (Gorham, Portland, Lewiston-Auburn) from the drop-down menu.

4. Locate and click on the appointment you wish to cancel (look for a yellow box).
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6. A pop-up containing appointment details will open. Scroll to the bottom and click “cancel appointment”.

7. Another pop-up window will appear asking if you’re sure you want to cancel. Click “OK”.

8. A third pop-up will appear confirming the cancellation. Click “Close Window”.

NOTE: repeated last-minute cancellations may result in temporary suspension of scheduling privileges as it does not allow other students to use that hour of tutoring time.