Directions to Cancel and/or Reschedule a COMPASS Assessment Session

**Note:** You must cancel your existing session to reschedule. Once you cancel, you can reschedule following the instructions to Register for a COMPASS Assessment Session.

1. Go to [https://trac.sheltonstate.edu](https://trac.sheltonstate.edu).

2. From the *Welcome screen*, enter your **user name** and **password**. An example of the user name and password are on the *Welcome screen*.
   a. **User Name** - SSCC “S” User ID
   b. **Password** - date of birth

3. Select Login.

4. Once you login, you will see the session you would like to cancel or reschedule.
5. Select the X to cancel the session.

6. From the Appointment Cancellation screen, select the Confirm Cancellation. You do not have to enter a reason.

7. You have cancelled your COMPASS Assessment Session. You will receive a confirmation email. Once the session is cancelled, you may reschedule or log off.