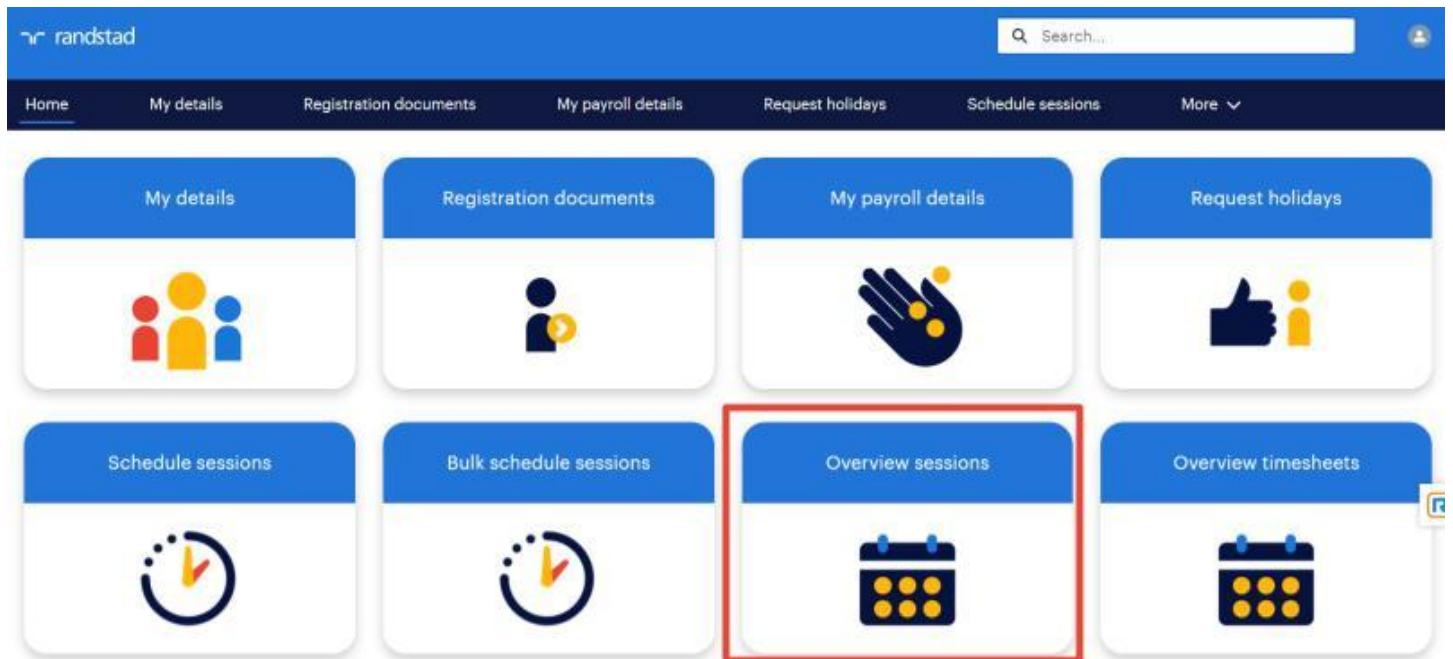
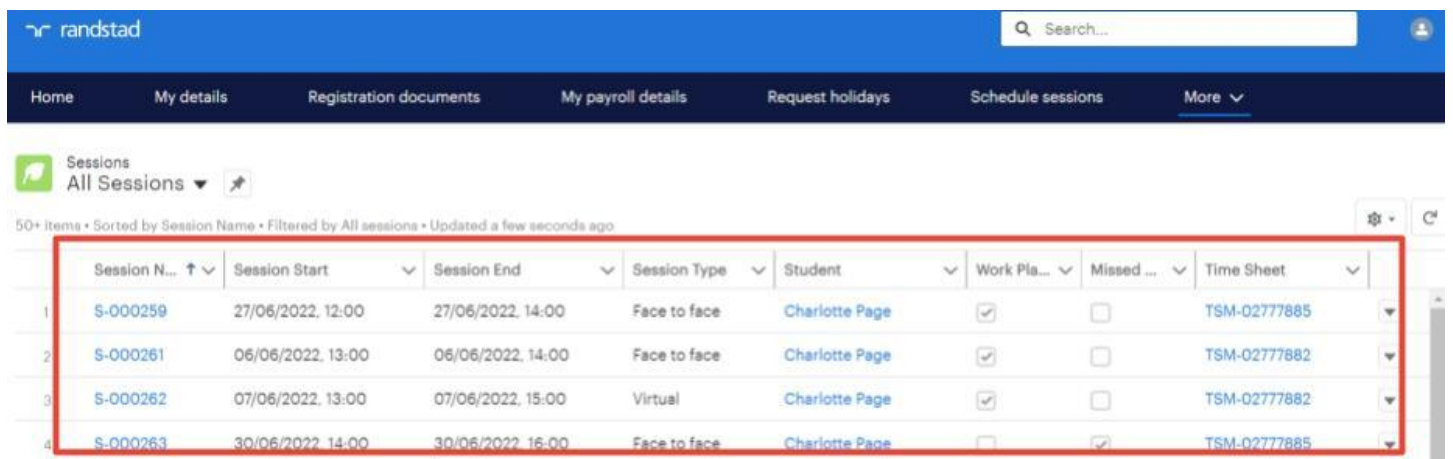


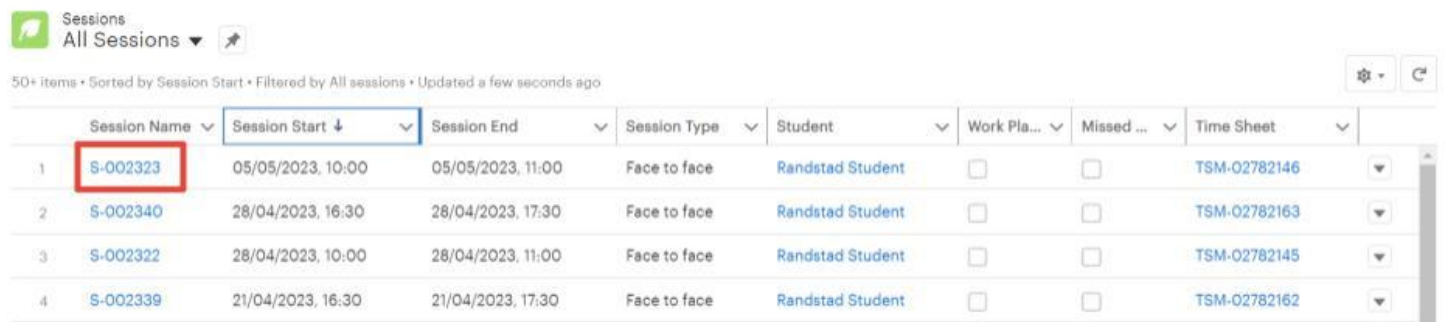
Step 1: Log into the community and click on the overview sessions tile



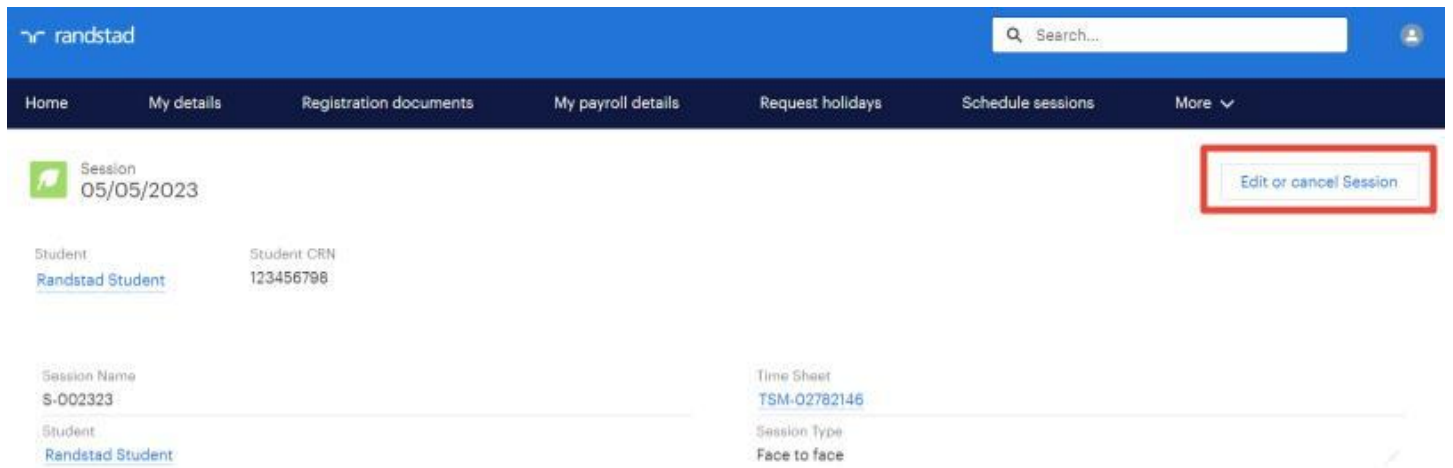
Step 2: All of your sessions will be displayed, click on a column header to change the order



Step 3: Find the session you want to edit or cancel and click onto it

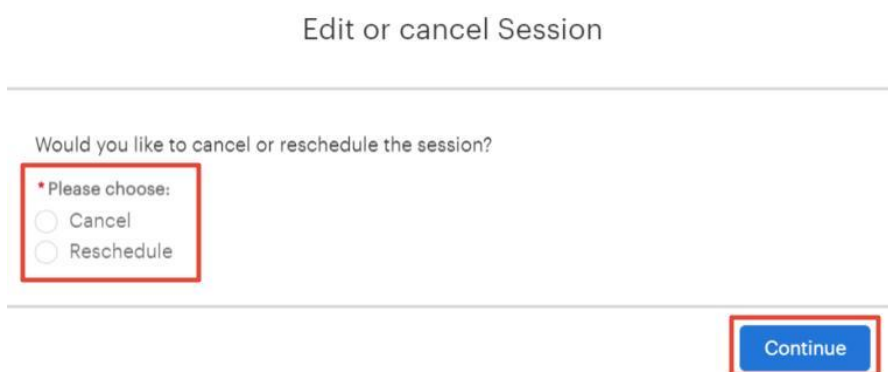


Step 4: Click the edit or cancel session button



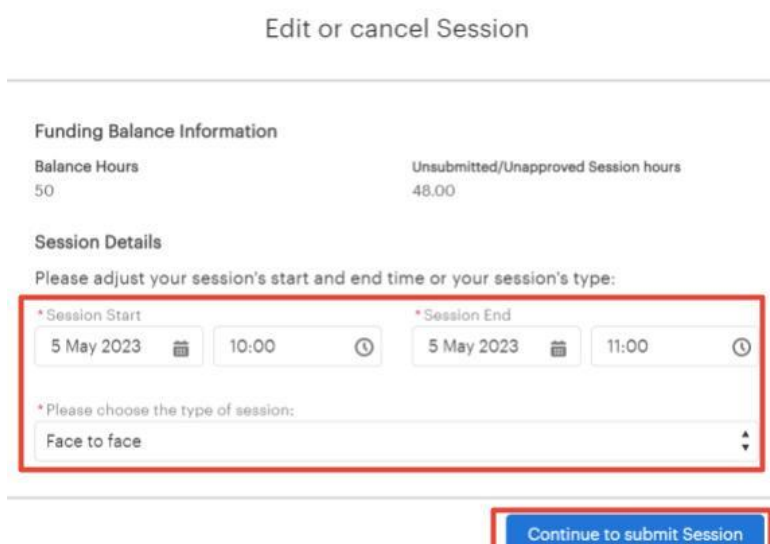
The screenshot shows the top navigation bar of the Randstad portal with a search bar and a user profile icon. Below the navigation bar, there are several menu items: Home, My details, Registration documents, My payroll details, Request holidays, Schedule sessions, and More. The main content area displays session information for a session on 05/05/2023. A red box highlights the 'Edit or cancel Session' button in the top right corner. Below this, there are two columns of information: Student (Randstad Student) and Student CRN (123456798). Further down, there are two rows of session details: Session Name (S-002323) and Time Sheet (TSM-02782146), and Student (Randstad Student) and Session Type (Face to face).

Step 5: Choose to reschedule or cancel then continue



The screenshot shows the 'Edit or cancel Session' form. The title 'Edit or cancel Session' is centered at the top. Below the title, there is a question: 'Would you like to cancel or reschedule the session?'. A red box highlights the radio button options: 'Cancel' and 'Reschedule'. Below the radio buttons, there is a 'Continue' button, also highlighted with a red box.

Step 6: If you choose to cancel, the session will be cancelled, if you choose to reschedule you will be able to enter new details of the session



The screenshot shows the 'Edit or cancel Session' form. The title 'Edit or cancel Session' is centered at the top. Below the title, there is a section for 'Funding Balance Information' with two columns: 'Balance Hours' (50) and 'Unsubmitted/Unapproved Session hours' (48.00). Below this, there is a section for 'Session Details' with the instruction: 'Please adjust your session's start and end time or your session's type:'. A red box highlights the session start and end time fields, which are set to '5 May 2023' at '10:00' and '5 May 2023' at '11:00'. Below the time fields, there is a dropdown menu for 'Please choose the type of session:' with 'Face to face' selected. At the bottom, there is a 'Continue to submit Session' button, highlighted with a red box.

The student will receive an email to confirm the cancellation or rescheduled details