

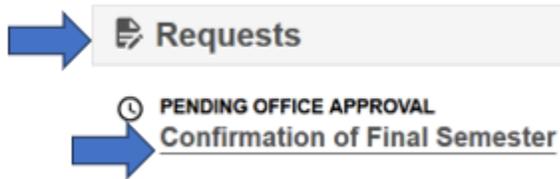


Canceling a Request in the MyISSS Portal

If the *Request* has already been approved by ISSS:

- Contact the [ISSS advisor assigned to your department](#) to request the cancellation of the request.

To cancel a request that has not been approved, log-in to the [MyISSS Portal](#) and scroll to the bottom of the home page to the “Requests” section and click on the request you would like to cancel.



Once on the request landing page of a draft or pending request, click on the e-form link.

Confirmation of Final Semester

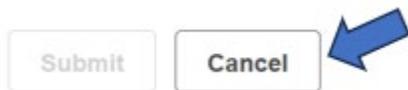
Current List of Submitted Forms:



If you are canceling a request that includes multiple e-forms:

- Click on the **last** e-form in the request.
 - The status of the last e-form in a request will be the status for the entire e-form group.

Scroll to the bottom of the e-form and click on the "Cancel" button.



Additional Resources

- [Canceling a DS-2019 Request](#)