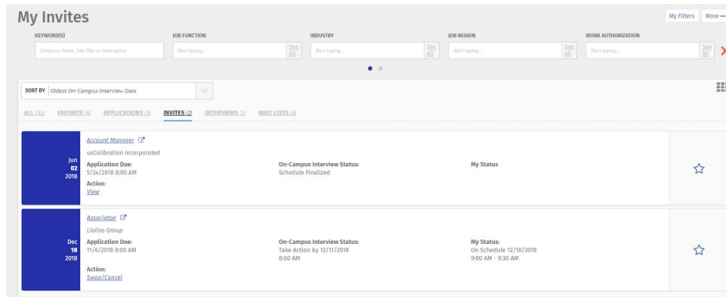


# How to Swap Interview Schedules

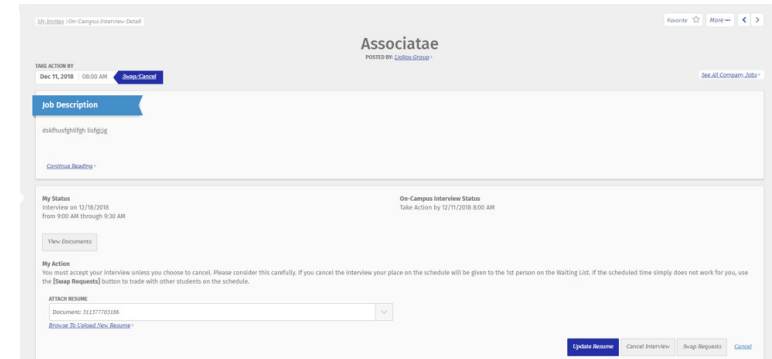
1

Find the interview where you've already accepted a time slot and click on the **interview name** or **Swap/Cancel** action.



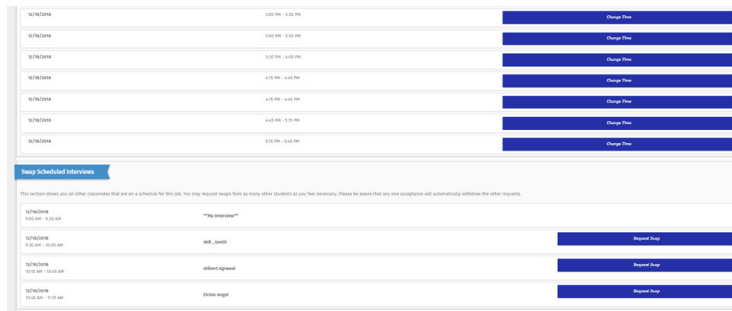
2

Click **Swap/Cancel** next to the action date and then click **swap request** button right next to the **Cancel Interview**



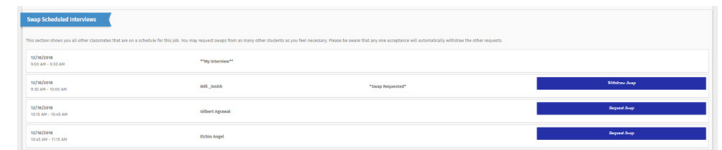
3

**Choose** from available time slots or send a swap request to a classmate



4

If you request a swap, you will have to wait on approval.



The other student sees the swap request on their interview

