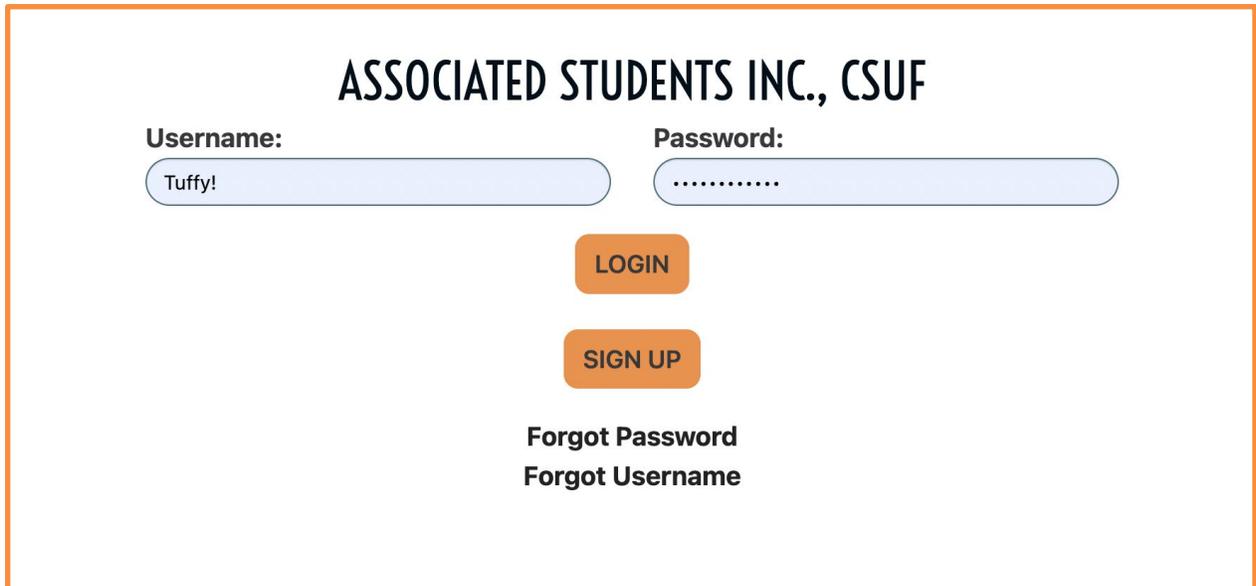# HOW TO EDIT PANTRY APPOINTMENT DATE

Not able to attend your original Food Pantry appointment and need to reschedule? Here are the simple steps so you can reschedule your appointment.

Step 1: Log in to Pantry Soft with your Username and Password
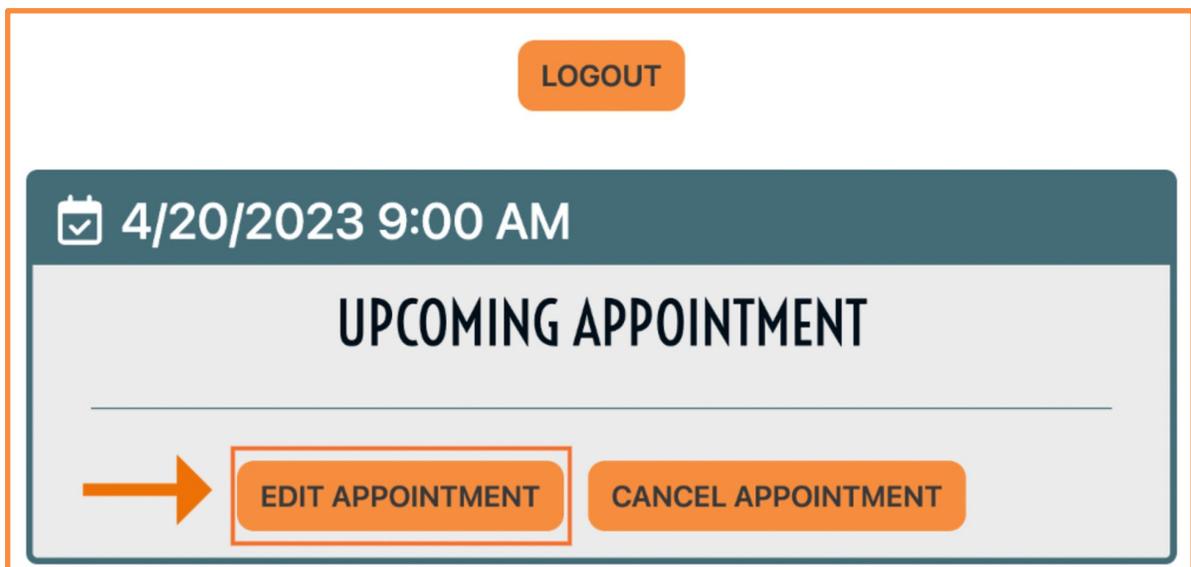[CSUF Pantry Soft Link](#)

You should then be directed to the following page
- It shows what day and time you scheduled your appointment for

Step 2: Click on "**EDIT APPOINTMENT"** to change the date, time, or both.

Step 3: After clicking on "**EDIT APPOINTMENT,**" you should be taken to a screen showing more available dates and time

April 21, 2023	Friday
10:45am – 11:00am	4 Slots ➕
11:00am – 11:15am	4 Slots ➕
11:15am – 11:30am	4 Slots ➕
11:30am – 11:45am	4 Slots ➕
11:45am – 12:00pm	4 Slots ➕
12:00pm – 12:15pm	4 Slots ➕
12:15pm – 12:30pm	4 Slots ➕
12:30pm – 12:45pm	4 Slots ➕
12:45pm – 1:00pm	4 Slots ➕

< April 2023 >

Step 4: Click on the new date and time that you will be able to attend

April 21, 2023	Friday
2:30pm – 2:45pm	4 Slots ➕
2:45pm – 3:00pm	4 Slots ➕
3:00pm – 3:15pm	4 Slots ➕
3:15pm – 3:30pm	4 Slots ➕
3:30pm – 3:45pm	4 Slots ➕
3:45pm – 4:00pm	4 Slots ➕
4:00pm – 4:15pm	4 Slots ➕
4:15pm – 4:30pm	4 Slots ➕
4:30pm – 4:45pm	4 Slots ➕

Step 5: After clicking new appointment, the next screen that appears is your new date and time!

LOGOUT

📅 4/21/2023 3:15 PM

UPCOMING APPOINTMENT

EDIT APPOINTMENT   CANCEL APPOINTMENT