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.

![Image showing available dates and times for April 21, 2023, with slots for different time slots marked as available.]

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

![Image showing available dates and times for April 21, 2023, with a cursor pointing to a chosen time slot.]

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