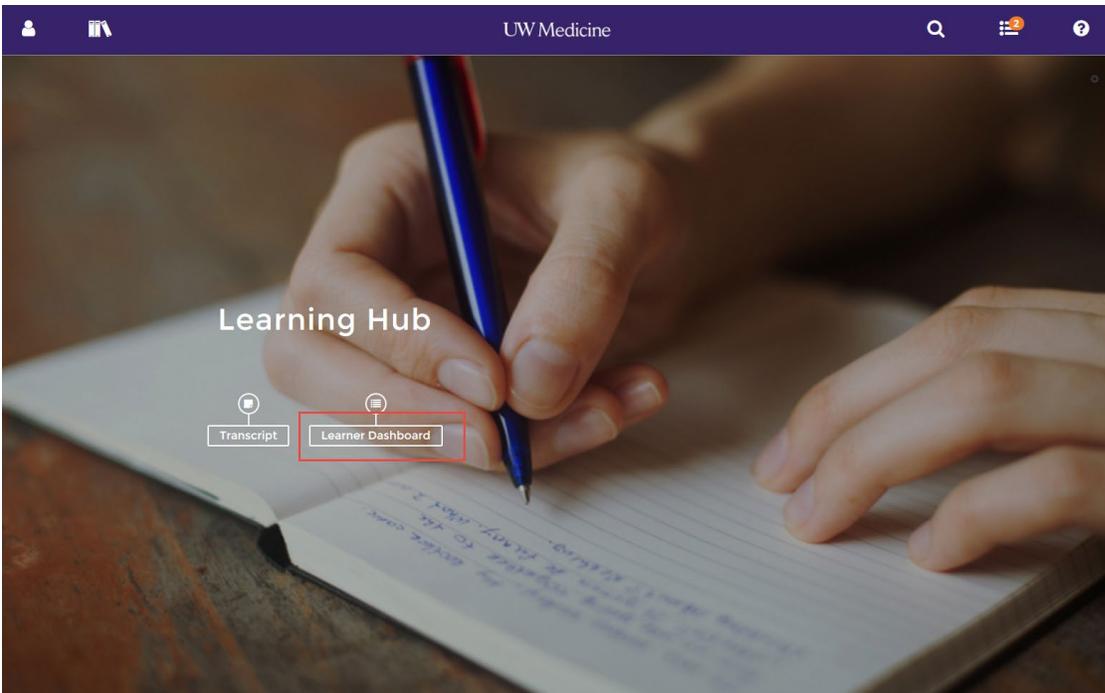


Purpose

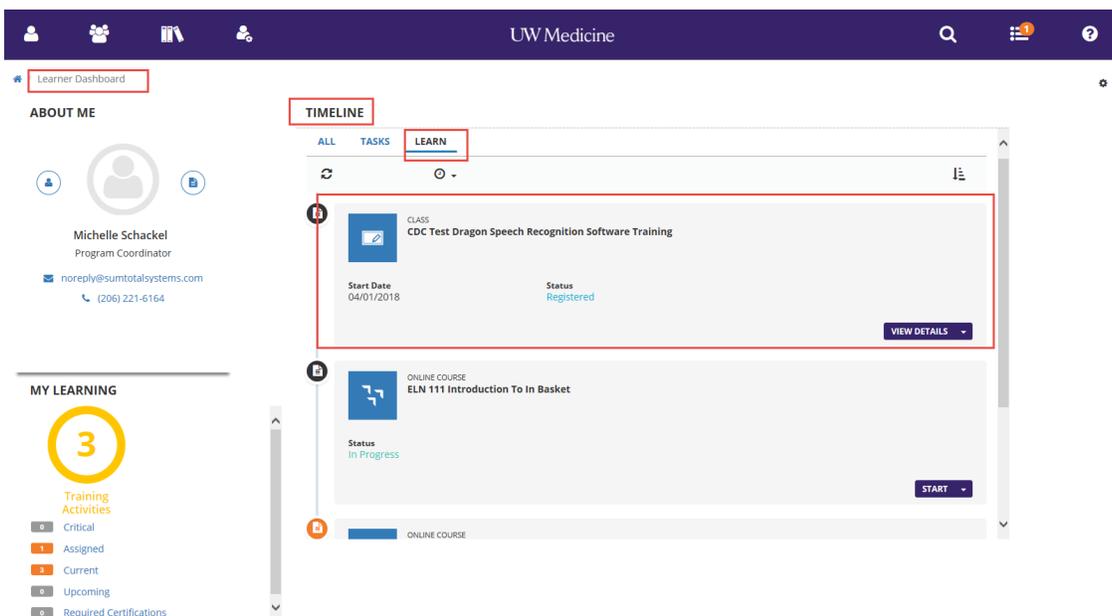
How to cancel a class registration as a learner.

Procedure

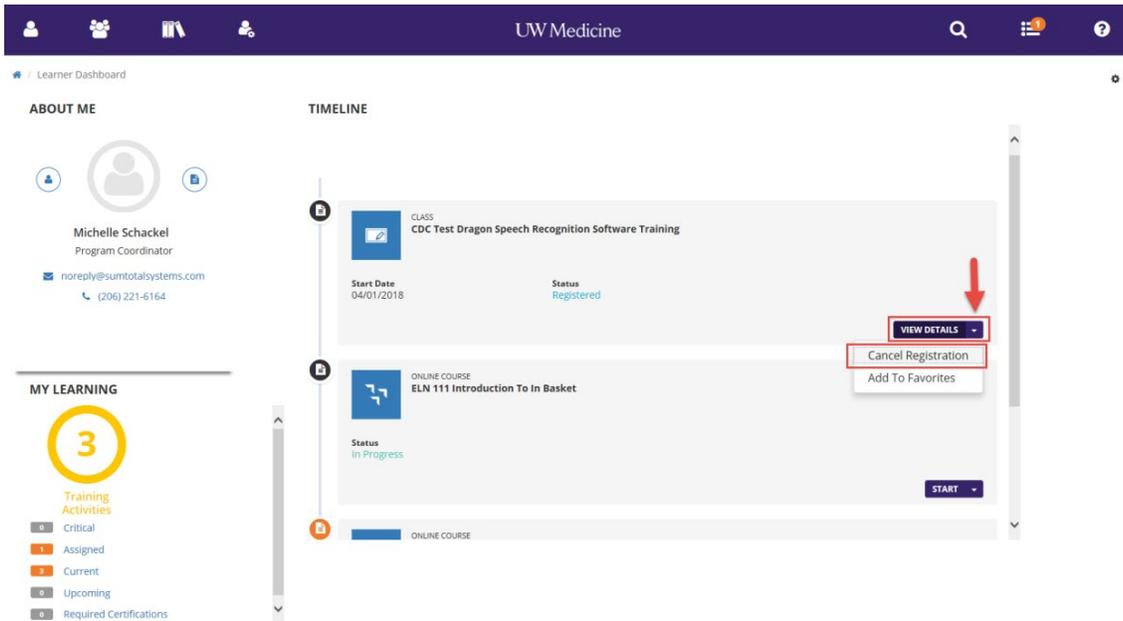
1. Login to the Learning Hub.
2. Go to your Learner Dashboard by clicking the **My Learner Dashboard** button on the home page



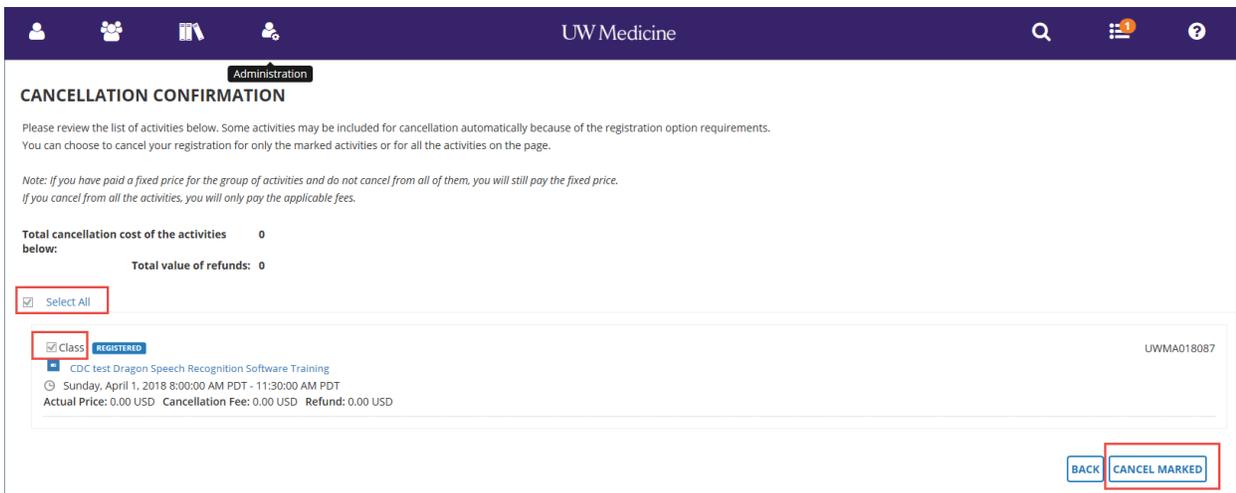
3. The class that you are registered will show on your Learner Dashboard under **Timeline** as the next training activity.



4. To cancel the class click the **arrow** next to **View Details** and then **Cancel Registration**



5. Select the check boxes in front of the courses/classes you would like to cancel. And then click **Cancel Marked**



6. Once clicked you are returned to your **Training Schedule** now minus the class you cancelled.

The screenshot displays the 'Learner Dashboard' interface. At the top, a dark purple navigation bar contains the 'UW Medicine' logo, a search icon, and a notification bell with a red '1'. Below the navigation bar, the page title 'Learner Dashboard' is visible. The main content area is divided into two columns. The left column, titled 'ABOUT ME', features a user profile for Michelle Schackel, Program Coordinator, with contact information: noreply@sumtotalsystems.com and (206) 221-6164. Below this is a 'MY LEARNING' section showing a large yellow circle with the number '2' and a list of activity categories: Critical, Assigned, Current, Upcoming, and Required Certifications. The right column, titled 'TIMELINE', has tabs for 'ALL', 'TASKS', and 'LEARN'. It displays two learning items: 'ELN 111 Introduction To In Basket' with a status of 'In Progress' and a 'START' button, and 'XMatters Standard User Training' with a 'REQUIRED' tag, a due date of 10/06/2017, a status of 'Past Due', and a 'START' button.