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.

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# Lea	arner Dashboard					٥
ABC	DUT ME		TIMELINE			
			ALL TASKS LEARN		^	
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		, ,	A		1	
	Michelle Schackel		CLASS CDC Test Dragon Speech Recognition Software Training			
	Program Coordinator					
\geq	noreply@sumtotalsystems.com		Start Date Status 04/01/2018 Registered			
	 (200) 221 0104 					
				VIEW DETAILS +		
MY		-	ONLINE COURSE ELN 111 Introduction To In Basket			
	3		Status In Progress			
	Training Activities			START +		
0	Critical				~	
1	Assigned					
3	Current					
	Upcoming Required Certifications	~				

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

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/ Learner Dashboard			
ABOUT ME	TIMELINE		
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Michelle Schackel Program Coordinator	CLASS CDC Test Dragon Speech Recognition Software Training		
 noreply@sumtotalsystems.com (206) 221-6164 	Start Date Status 04/01/2018 Registered		
		VIEW DETAILS -	
MY LEARNING	ONLINE COURSE ELN 111 Introduction To In Basket	Cancel Registration Add To Favorites	
3	Status In Progress		
Training		START *	
Critical	ONLINE COURSE		~
1 Assigned	(7) (Inner)		
3 Current			
Upcoming	~		

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

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CANC	ELLATION	CONFIRM	Administration				
Please ri You can	eview the list of ac choose to cancel y	tivities below. S your registratior	ome activities may be in 1 for only the marked ac	cluded for cancellation automatically because of the registration option requirements. tivities or for all the activities on the page.			
Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.							
Total ca below:	ncellation cost o	f the activities	0				
✓ Sele	ect All	al value of refu	nas: u				
						UV	/MA018087
() Actu	Sunday, April 1, 20 al Price: 0.00 USE	D18 8:00:00 AM	PDT - 11:30:00 AM PDT Fee: 0.00 USD Refund:	0.00 USD			
					В	ACK CANCEL	MARKED

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

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