Purpose

How to cancel a class registration as a manager for an employee's class.

Procedure

- 1. Login to the Learning Hub.
- 2. Click on the Manager icon > Manager Dashboard OR Click MY TEAM



To get back to the Main Page, click the logo (UW Medicine, SCCA, or Percipio logo)

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3. You will see all of your Users

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4. Search for the staff member that has the class you would like to cancel for them. Click the arrow next to **Profile** and then click **Training Schedule**

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			null@sumtotalsystems.com Training Transcript User Numi User Number:			~

5. Clicking this will put you in <u>Emulation Mode</u>. When you see the EYE in the upper left corner you are in **Emulation Mode** which means you are acting as that person.

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- 6. The class that they are registered for will show up under the Training Schedule.
- 7. To cancel click the box next to the training you want to cancel, and then click Cancel Registration above it.

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8. The class you want to cancel will have a checkmark (make sure it is the correct class) and then click Confirm Cancellation

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CANC	ELLATION CONF	IRMATION									
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9. You will then be redirected to the Training Schedule page which will no longer show the class.

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10. IMPORTANT: Click the **EYE** again which will bring up a side menu where you will click **EXIT EMULATION.** You must get out of the emulation to go back to your own Dashboard.

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