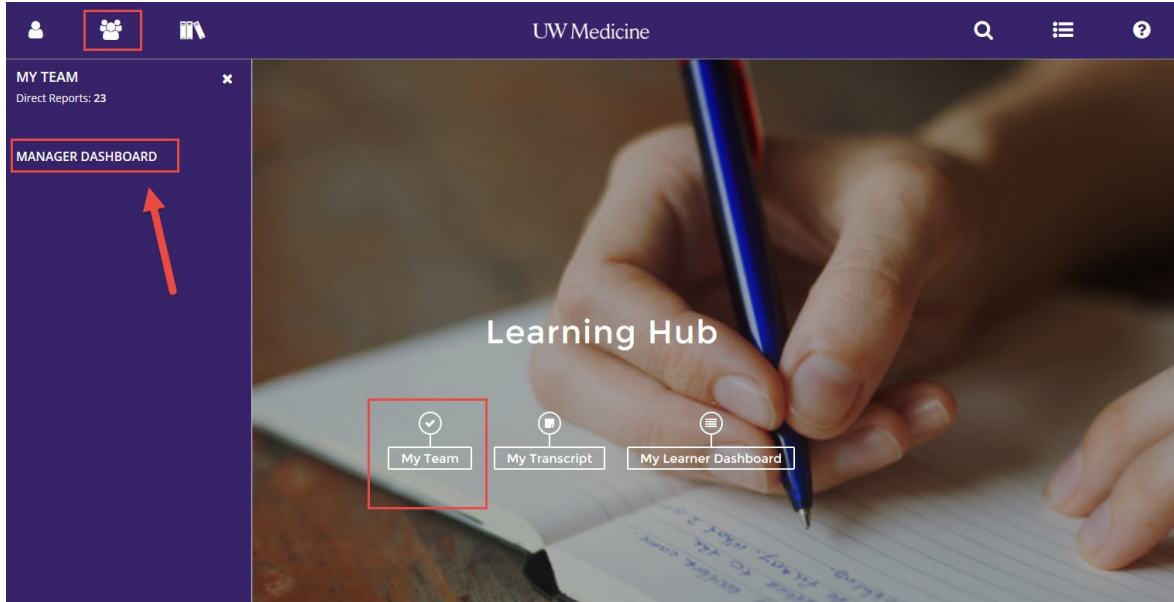


Purpose

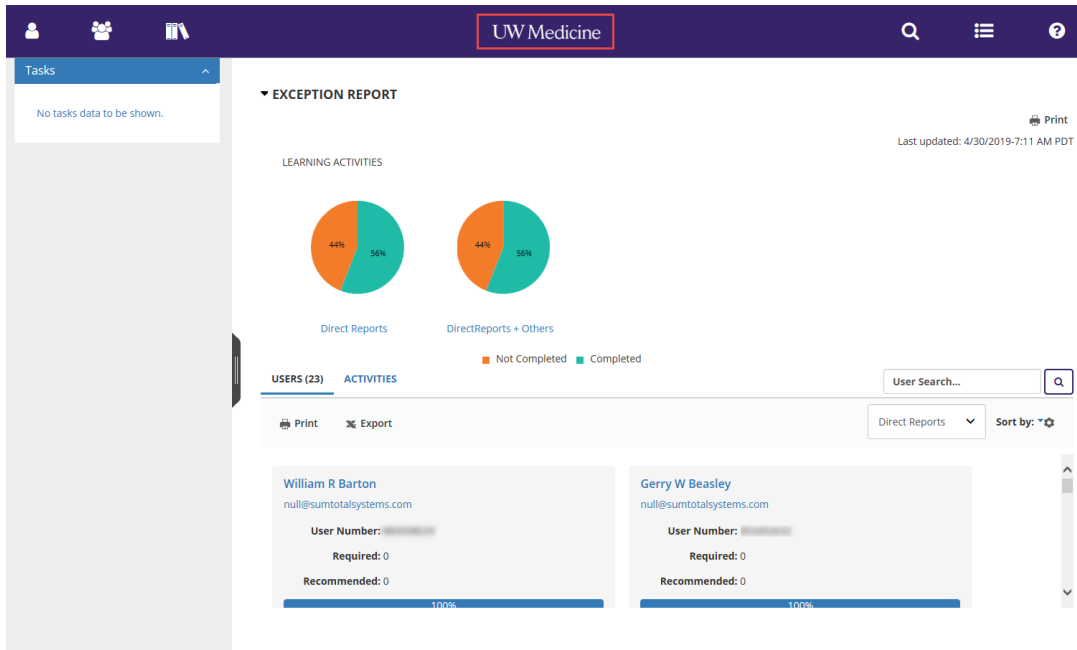
How to cancel a class registration as a manager for an employee’s class.

Procedure

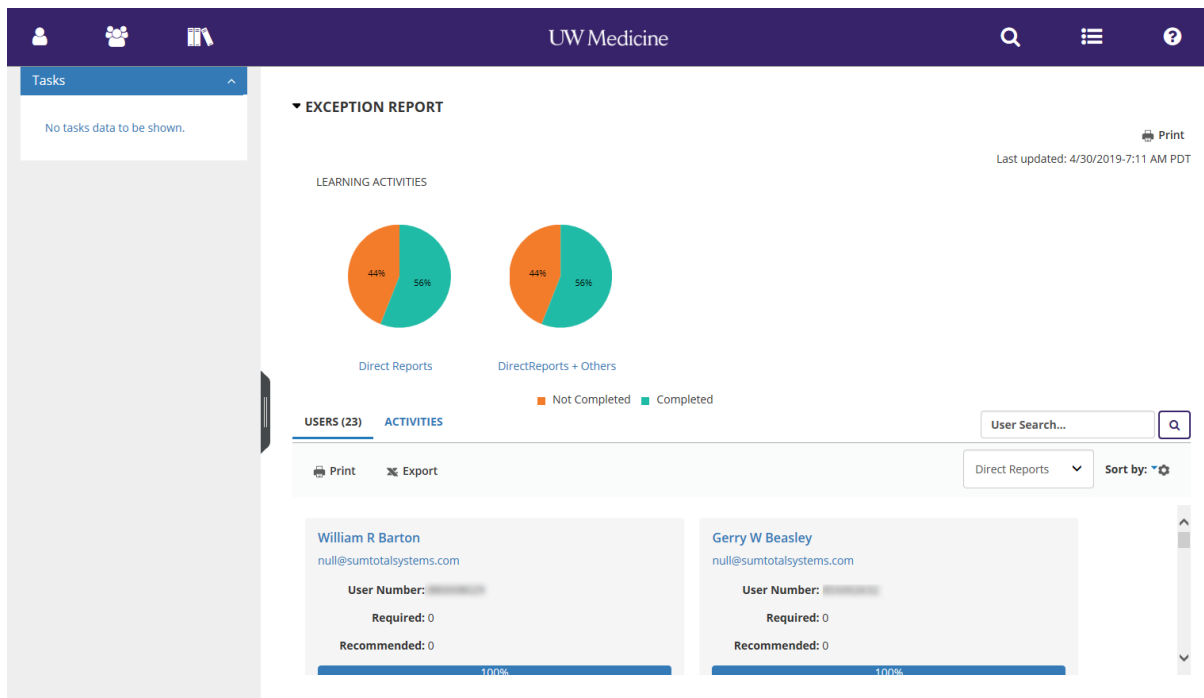
1. Login to the Learning Hub.
2. Click on the **Manager icon** > **Manager Dashboard OR Click MY TEAM**



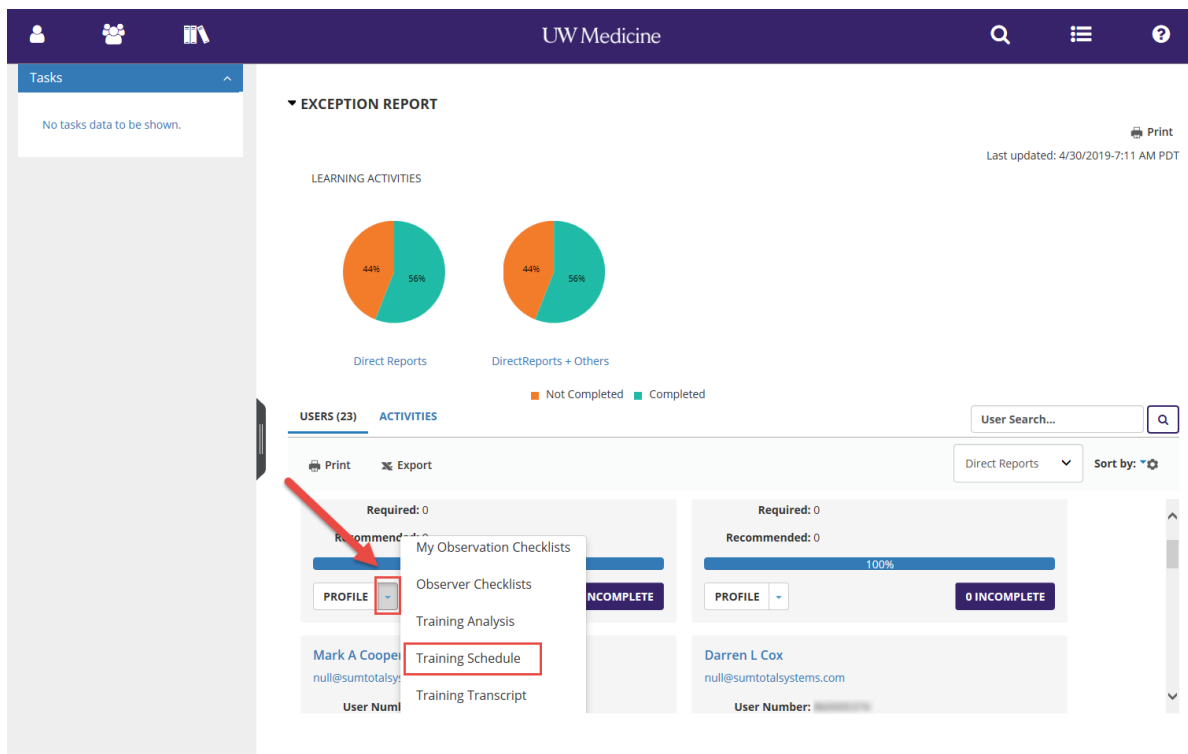
****To get back to the Main Page, click the logo (UW Medicine, SCCA, or Percipio logo)****



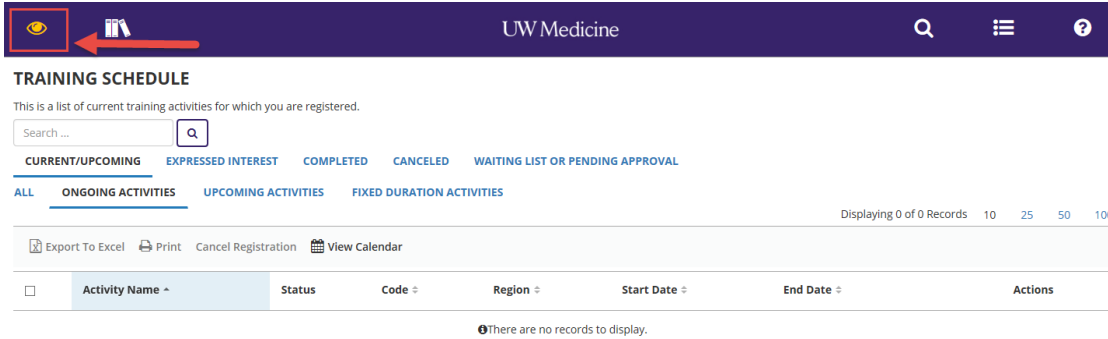
3. You will see all of your Users



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**

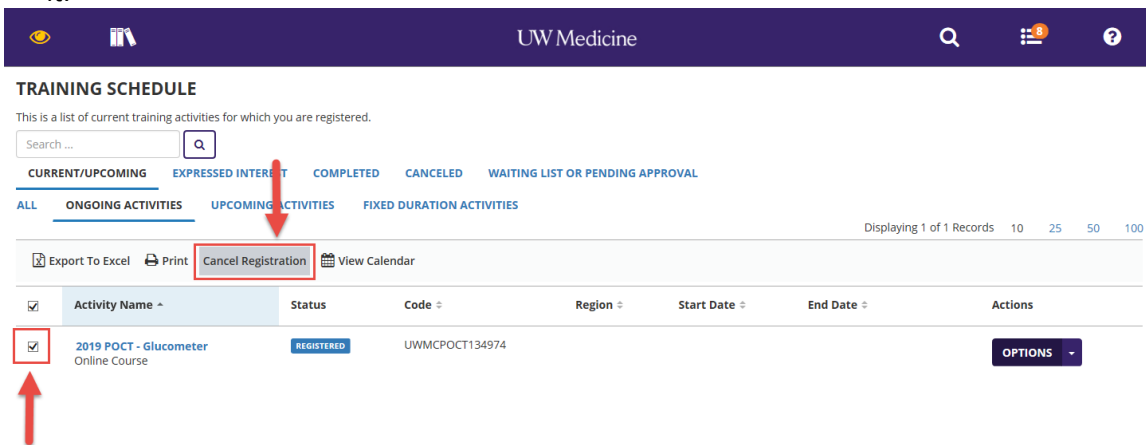


- 5. Clicking this will put you in **Emulation Mode**. When you see the **EYE** in the upper left corner you are in **Emulation Mode** which means you are acting as that person.

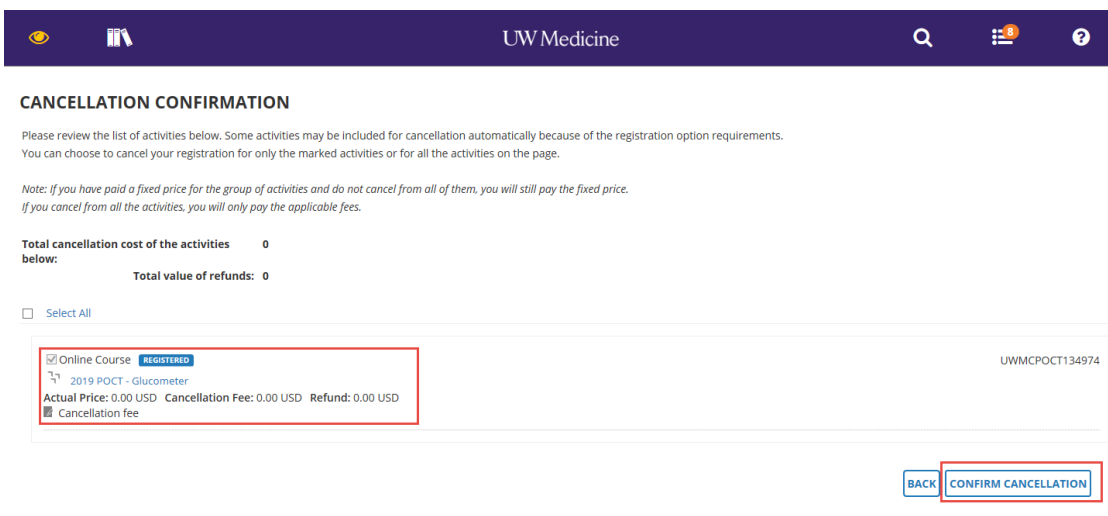


- 6. The class that they are registered for will show up under the **Training Schedule**.

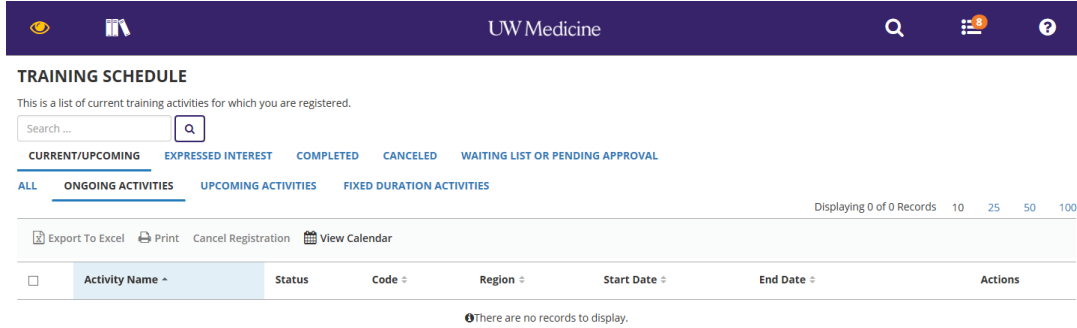
- 7. To cancel click the box next to the training you want to cancel, and then click Cancel Registration above it.



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



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



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.

