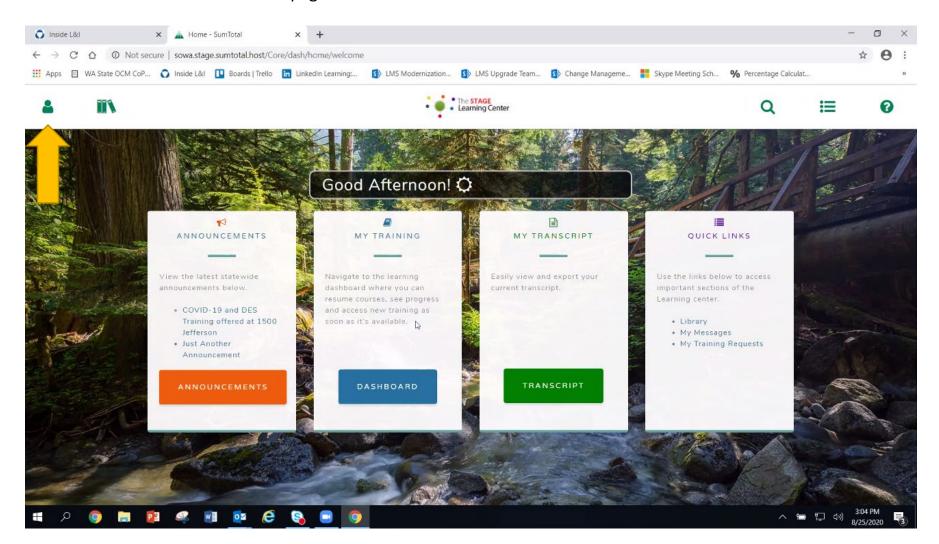# How to View and Cancel Registered Classes
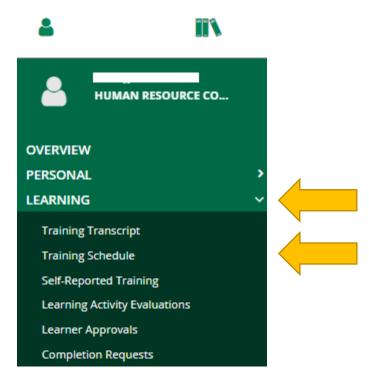
Click on the Self icon on the home page.

Clicking the "Self" icon provides you an expanded menu consisting of Overview, Personal and Learning.

Click on "Learning" to expand the menu under it.
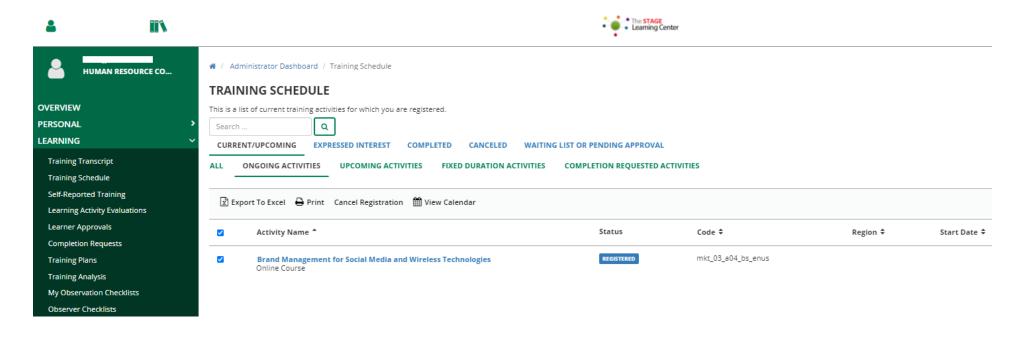
Then **click on "Training Schedule."**

VIEW REGISTERED CLASSES

After clicking on "Training Schedule" from the expanded menu, you are directed to the page below.

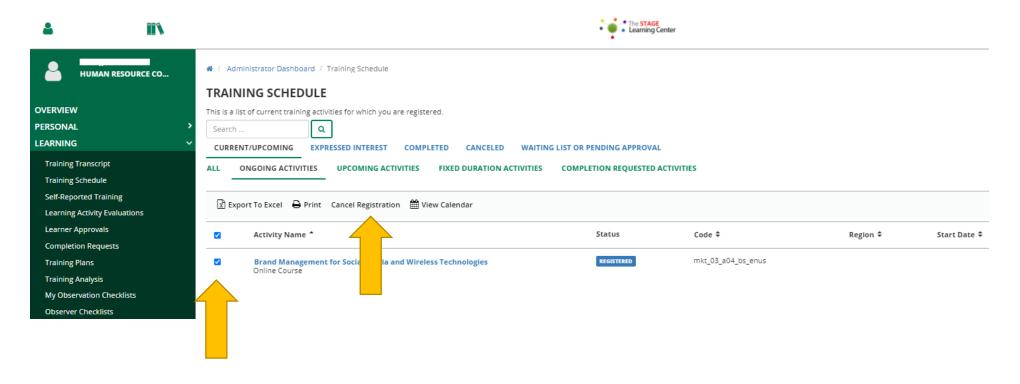The page titled, "Training Schedule" allows you to view:

- current/upcoming activities you are registered for
- activities you have expressed interest in
- completed activities
- canceled activities
- activities that are on the waiting list and pending approval

CANCEL A CLASS

Click on the box next to the title of the class you want to cancel.
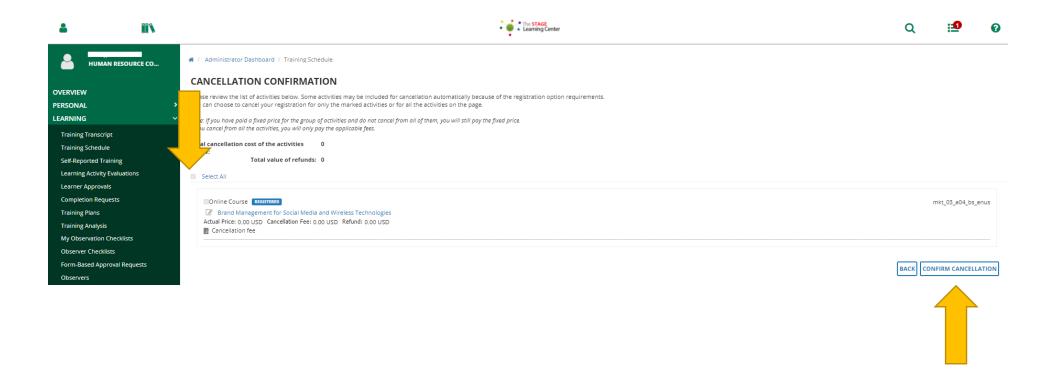
Then **click on the "Cancel Registration" button.**

After clicking on the "Cancel Registration" button you are directed to the page titled, "Cancellation Confirmation."

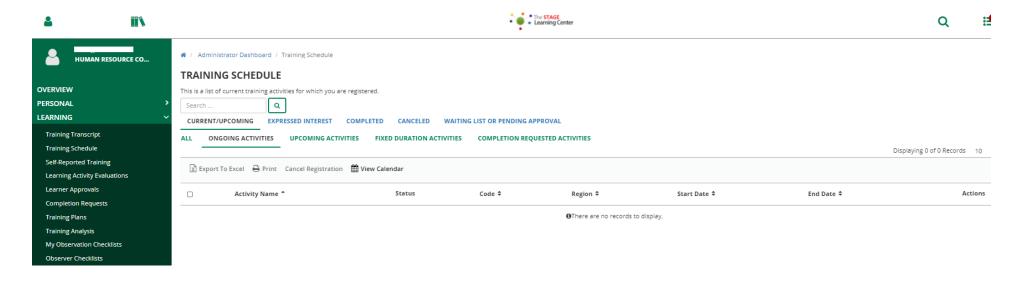**Click on the "Select All" box** on the left side of the screen.

The page will refresh itself and will present the page with a check mark on the "Select All" box.

Click on the "Confirmed Cancellation" button.

After clicking on the "Confirm Cancellation" button, the page will refresh itself and you will be directed back to the "Training Schedule" page.

Take note, the class is no longer on the list.

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1