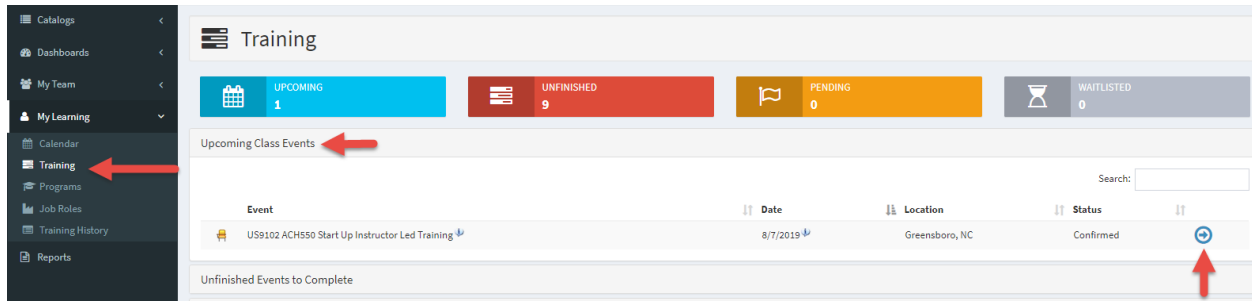
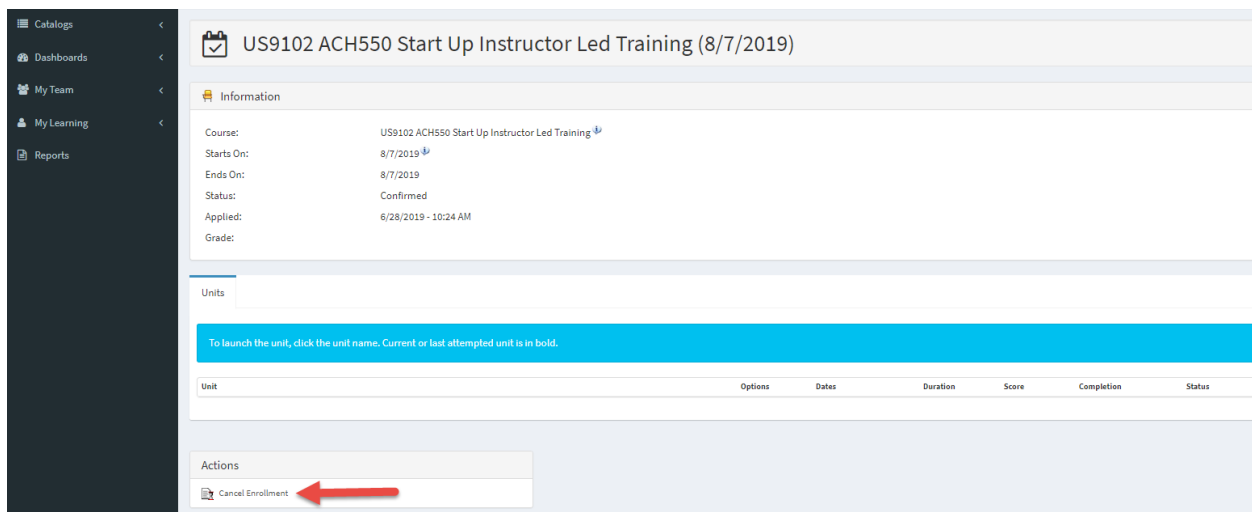


Cancel a Instructor Led Training Class Enrollment in Training Program

1. Click “My Learning”, then “Training” from the toolbar on the left side. Then click on Upcoming Class Events and a list of your upcoming classes will appear.



2. Click the blue arrow on the right side of the screen (as shown above) for the desired class you wish to cancel.
3. Scroll to the bottom of the page and click ‘Cancel Enrollment’ under the Actions area of the page (as shown below).



NOTE: In order to enroll in a different class for the same program, you will go back into MyLearning, then Programs and enroll accordingly.