

How to Cancel Registration

Step	Action
1.	Click the Self Service link. 
2.	Click the Learning and Development link. 
3.	Click the Cancel Course Registration link. 
4.	To cancel, click the applicable course link.
5.	Click the Submit button. 
6.	Cancellation confirmation displays. Click the OK button. Note: You will receive a confirmation email immediately, 
7.	To confirm cancellation, click the Training Summary link. 
8.	The status displays as Cancel .
9.	To register for another session, click the Request Training Enrollment link. 
10.	Click the Search by Course Name link. 
11.	Enter course name or leave blank, and click the Search button. 
12.	Click the View Available Sessions link. 
13.	Available sessions will display. For more information on submitting a registration request, view the topic: How to Register for an Open Session . End of Procedure.