

## Before You Start:

**IMPORTANT:**

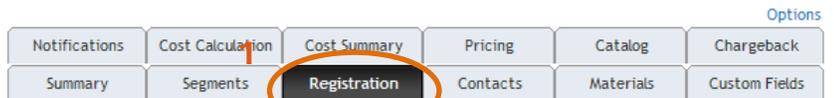
Training Coordinators can cancel an in-person or virtual training registration for a user if that training does not incur a cost and if it was not part of a special approval process such as a selecting committee. If you are unsure of whether or not you should cancel a user's registration, contact the training manager or program office listed on that trainings item and/or scheduled offering.

**1.**

Log in to the LMS and go to [Learning](#) and then [Scheduled Offerings](#).

Search for the [Scheduled Offering](#) by ID or date.

Select the [Registration](#) tab within the [Scheduled Offering](#).



Edit the Scheduled Offering

Add a User to the Scheduled Offering Registration

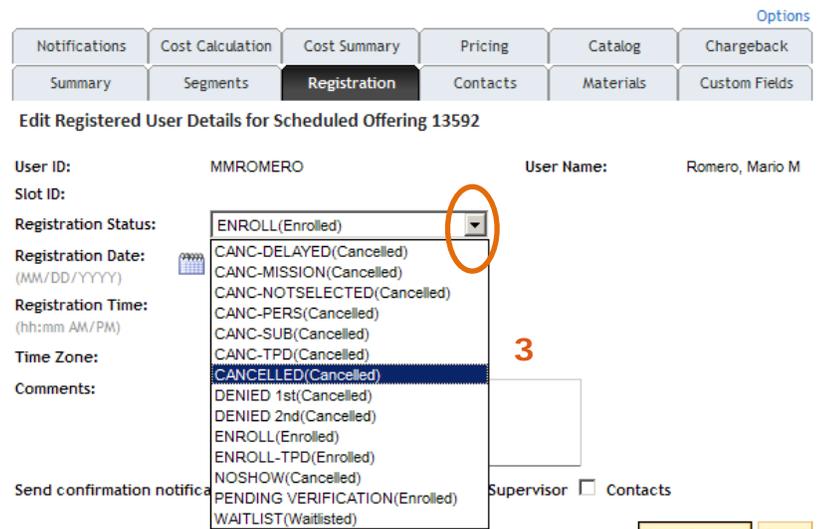
**2.**

Click on [Edit](#) for the correct user record.



**3.**

Select the correct cancellation code in the [Registration Status](#) drop-down box.



<p><b>4.</b> <b>5.</b> <b>6.</b></p>	<p>Enter the cancellation reason in the <b>Comments</b> box.</p> <p>Select who should receive an <b>Email confirmation</b> about the cancellation.</p> <p>Click on <b>Apply Changes</b>.</p>	<p>User ID: MMROMERO      User Name: Romero, Mario M</p> <p>Slot ID:</p> <p>Registration Status: <input type="text" value="CANC-PERS(Cancelled)"/></p> <p>Registration Date: <input type="text" value="2/9/2011"/> (MM/DD/YYYY)</p> <p>Registration Time: <input type="text" value="12:31 PM"/> (hh:mm AM/PM)</p> <p>Time Zone: <input type="text"/></p> <p>Comments: <input type="text" value="User has court and cannot attend."/> <b>4</b></p> <p>Send confirmation notification to: <input checked="" type="checkbox"/> User <input type="checkbox"/> Instructor <input type="checkbox"/> Supervisor <input type="checkbox"/> Contacts <b>5</b></p> <p><input type="button" value="Apply Changes"/> <input type="button" value="Reset"/> <b>6</b></p>
<p><b>7.</b></p>	<p>If you receive a warning message about the cutoff date, click on <b>Yes</b>.</p>	<p><b>Warning Details:</b></p> <ul style="list-style-type: none"> <li>The User MMROMERO does not have an email address to receive the notification.</li> </ul> <p><b>Do you wish to proceed?</b></p> <p><input type="button" value="No"/> <input checked="" type="button" value="Yes"/> <b>7</b></p>