

Depending how a course is set up by your agency training administrator, you may be able to self-unenroll, or “cancel” the course. If the course is designated as self-unenroll, use the following steps to cancel.

Helpful hint: You cannot cancel courses awaiting approval, indicated by “Partic. Requested” in parentheses under the course title link. You can only request cancellation after they have been approved, and the “Partic. Requested” has been removed.

From the “My Training Activities” section:

1. Click the course title link.

The course details page appears.

2. Click the “Cancel Participation” button next to your name in the Participant section.

The “Do you want to cancel course participation?” pop-up window appears.

Helpful hint: For Web-based training courses, you must scroll to the bottom of the page and click the “Cancel booking for this course” link.

3. Click “OK”.

“Your booking was canceled” message appears at the top of the page.
The course is removed from “My Training Activities.”

Please contact your agency training officer for assistance.