

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

How to Cancel Enrollment as a Course Manager or Trainer

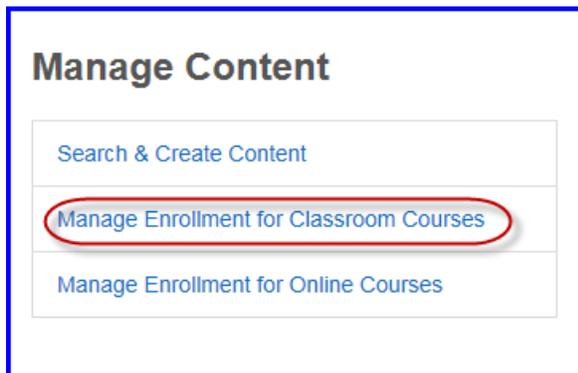
Step 1: Click on My Responsibilities



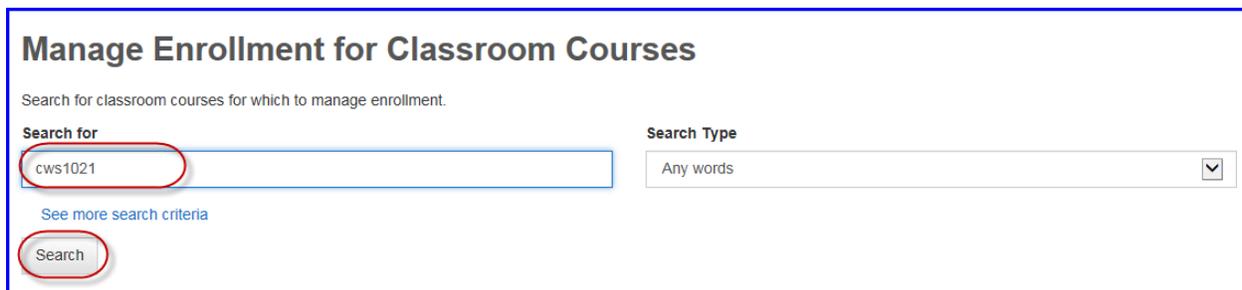
Step 2: Click on Training



Step 3: Click on Manage Enrollment for Classroom Courses



Step 4: Search for the classroom event applicable to the cancellation, then click search



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Step 5: Click on the title of the course

Title
VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development

Step 6: Click Manage Enrollment adjacent to the event that is pertinent to the cancellation

VDSS - CWS1021: The Effects of Abuse and Neglect ...	1/26/2017 - 1/27/2017	In-Person	24	15	0	Manage Enrollment	Enroll Users	Reserve Seats	Manage Waitlist
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Step 7: Click in the box beside the name you want to cancel and then click cancel enrollment or waitlist

Cancel Enrollment or Waitlist		Filter							
Name	Enrollment Status	Must Attend	Status Date	Enrollment Method	Amount Paid	Info	Action		
<input checked="" type="checkbox"/> WILLIAM CRAIGHEAD	Enrolled	<input type="checkbox"/>	10/13/2016	Self				Assign Lodging	