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

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

Step 7: Click in the box beside the name you want to cancel and then click cancel enrollment or waitlist