

## Canceling Registration

You are able to cancel your registration at any time. However, if possible, we ask that you do that in advance of the start date so that waitlisted people can gain access. Click on [Learning Plan](#) and then on [In Progress](#). Click on the word [Manage](#) before the workshop title you wish to drop. Scroll down to the screen with Actions. Click on [Drop](#) which will take you to another screen.



A screenshot of a web interface showing a dropdown menu titled "Actions". The menu contains five items, each with a blue bar and a help icon (i) on the right: "View/Print Form", "Download Calendar File", "Team Room", "Mark Complete", and "Drop". The "Drop" item is highlighted with a purple checkmark and a purple circle around it.

Indicate why you are dropping the workshop and then click on [Drop this Request](#) to finish the cancellation process.



A screenshot of a web interface showing a form titled "Reason for Drop". The form contains a text input field with the placeholder text "Please indicate why you are dropping this request". Below the input field are two buttons: "Return" and "Drop this Request". The "Drop this Request" button is highlighted with a purple circle. In the bottom right corner, there is a character count: "Characters left 2000" with a small icon.