LEARNING MANAGEMENT SYSTEM (LMS)
CANCE LL A REGISTRATION FOR A LEARNER

This QRG will guide a Local Learning Registrar through the task of cancelling a registration for a Learner for a course in the LMS.

1. Log on to the LMS.

2. From the LMS home page, click the Admin icon.

3. Click the Learning link in the left navigation menu.
4. Enter the learner’s name in the Person Names search field then click the **Search** button.

![Figure 3 – Person Names and Search button](image)

5. Click on the **View Registrations** link in the Actions column.

![Figure 4 – View Registrations link](image)
6. Click the **Actions** link for the course to be cancelled.
7. Click the **Drop** link on the Actions activity menu.
8. Click the **Drop** button.
9. You may be prompted to enter a reason for dropping the offering. If so, enter
the reason in the Comment field (up to 255 characters) and then click the
Save button.

![Image of Input Reason pop-up]

**Figure 8 – Save button on the Input Reason pop-up**

10. The offering is now cancelled and the learner will be notified.

If you experience trouble with this process, please submit a helpdesk ticket
at:  [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)