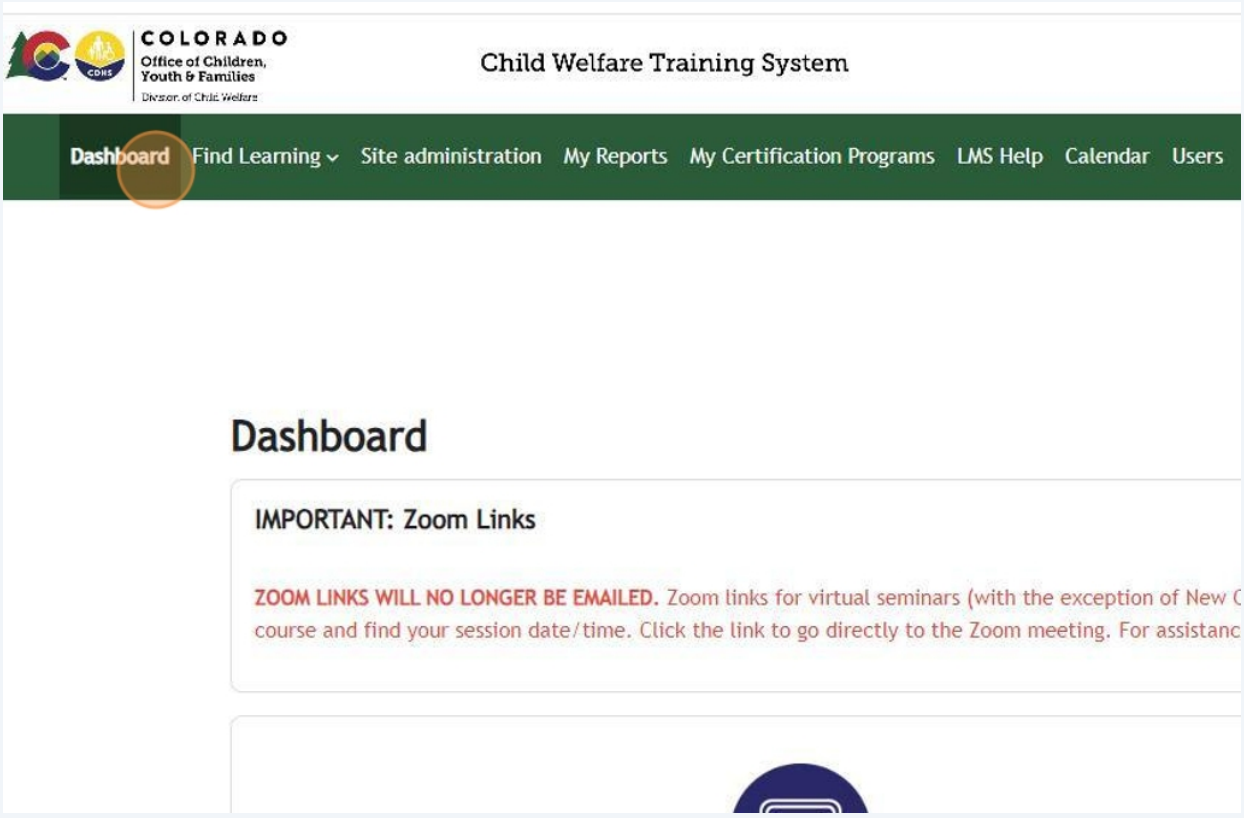
Cancel a Seminar Registration

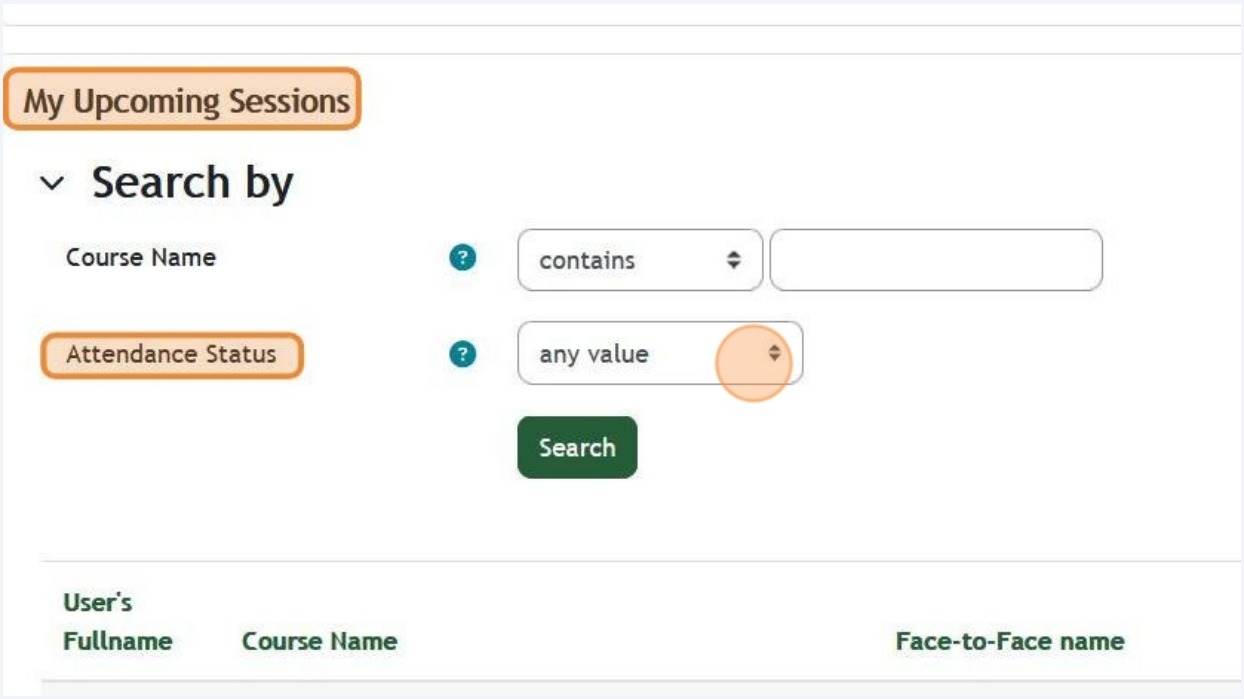
COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

Important! If you don't cancel your registration before the session begins, your booking will be locked (you will be unable to cancel or rebook) until the session concludes and attendance is recorded.

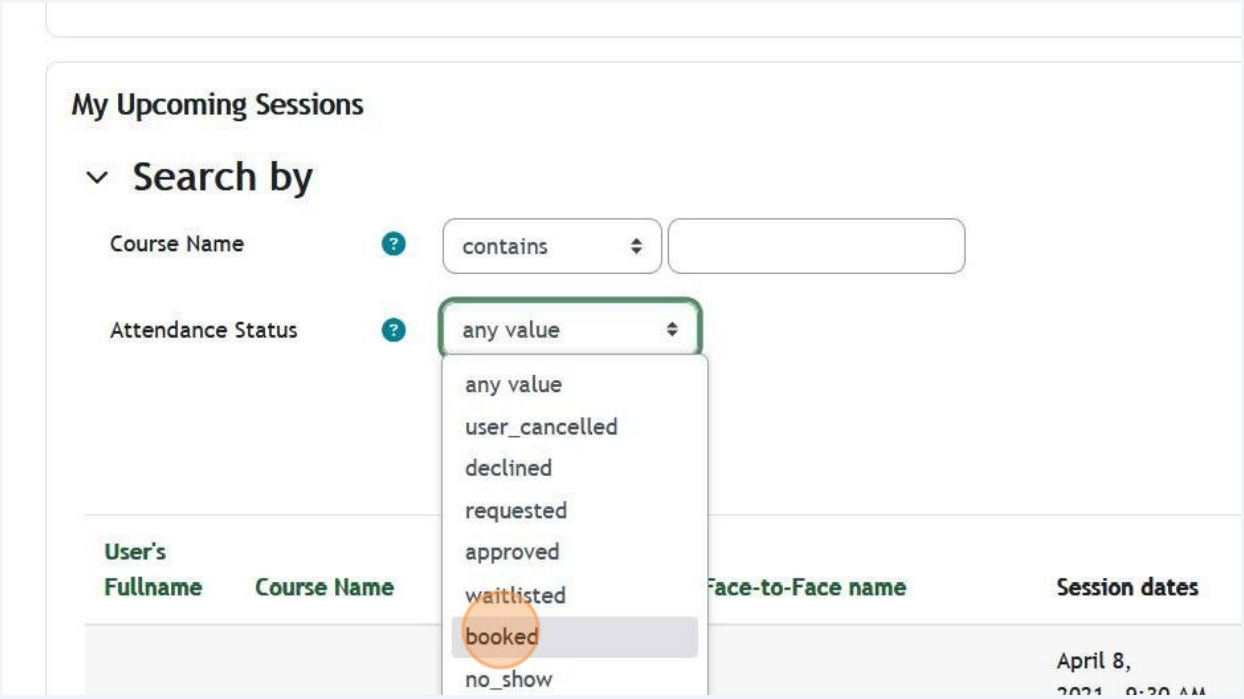
1 Log in to the LMS and access your dashboard.



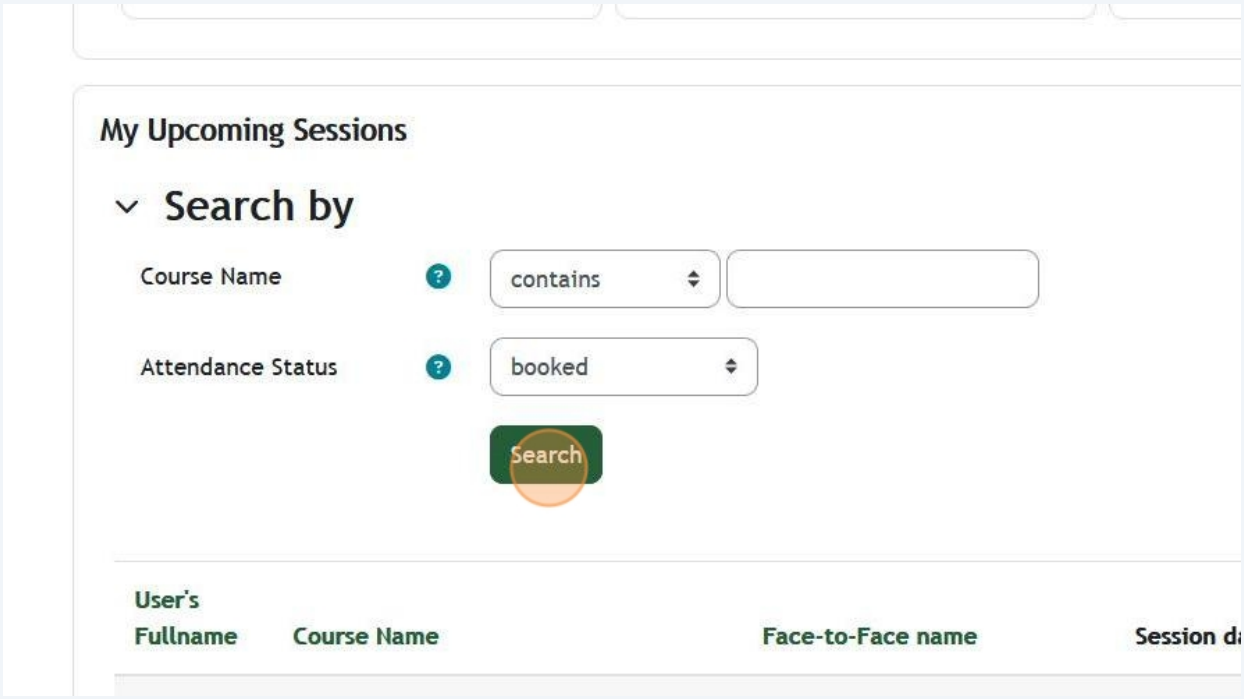
2 Scroll down to **My Upcoming Sessions** and find the **Attendance Status** field. Click on the dropdown.



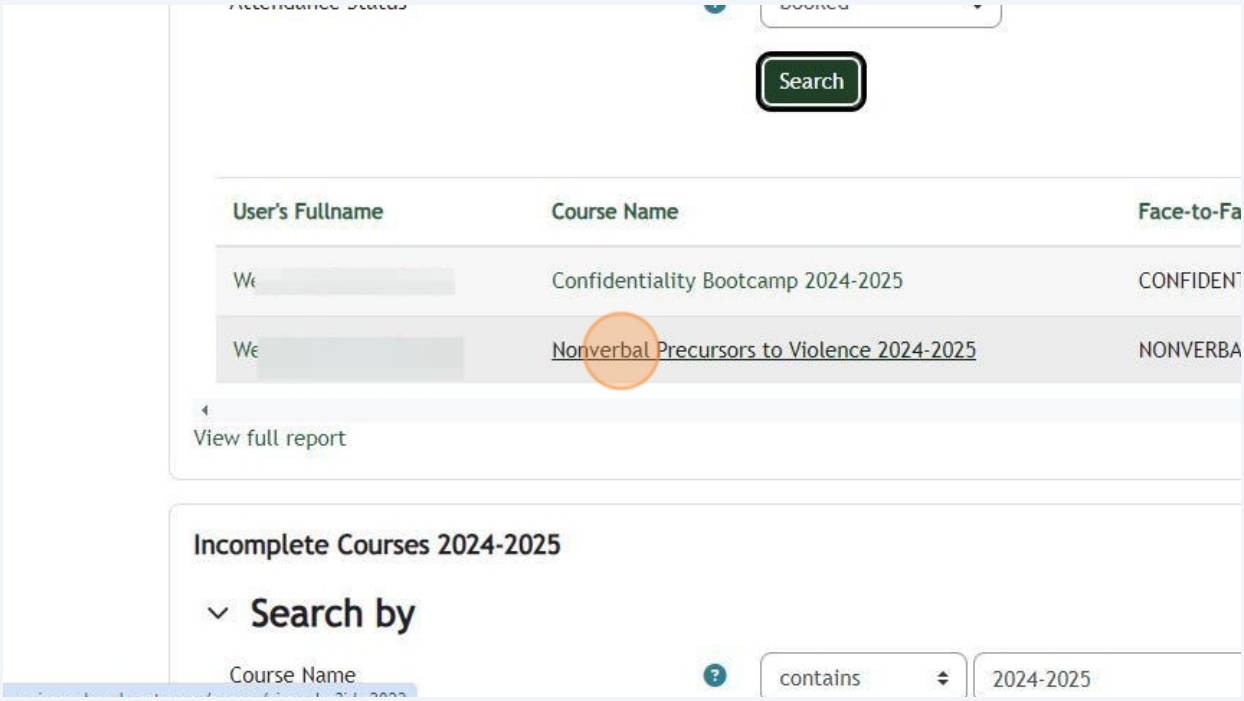
3 Select **booked.**



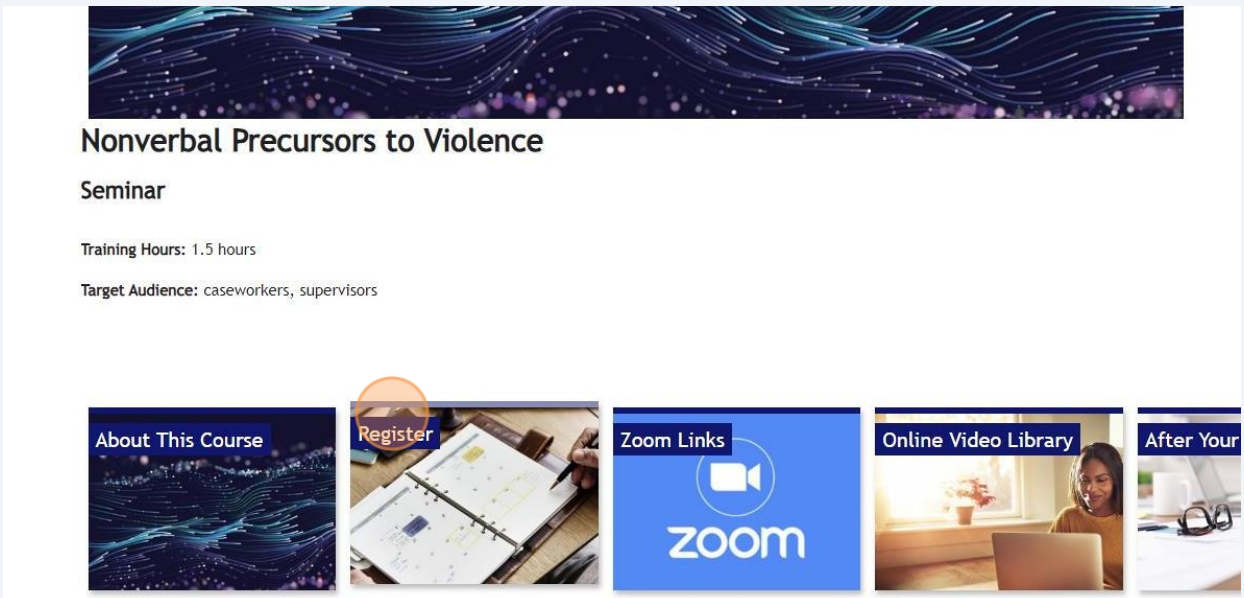
4 Click **Search**.



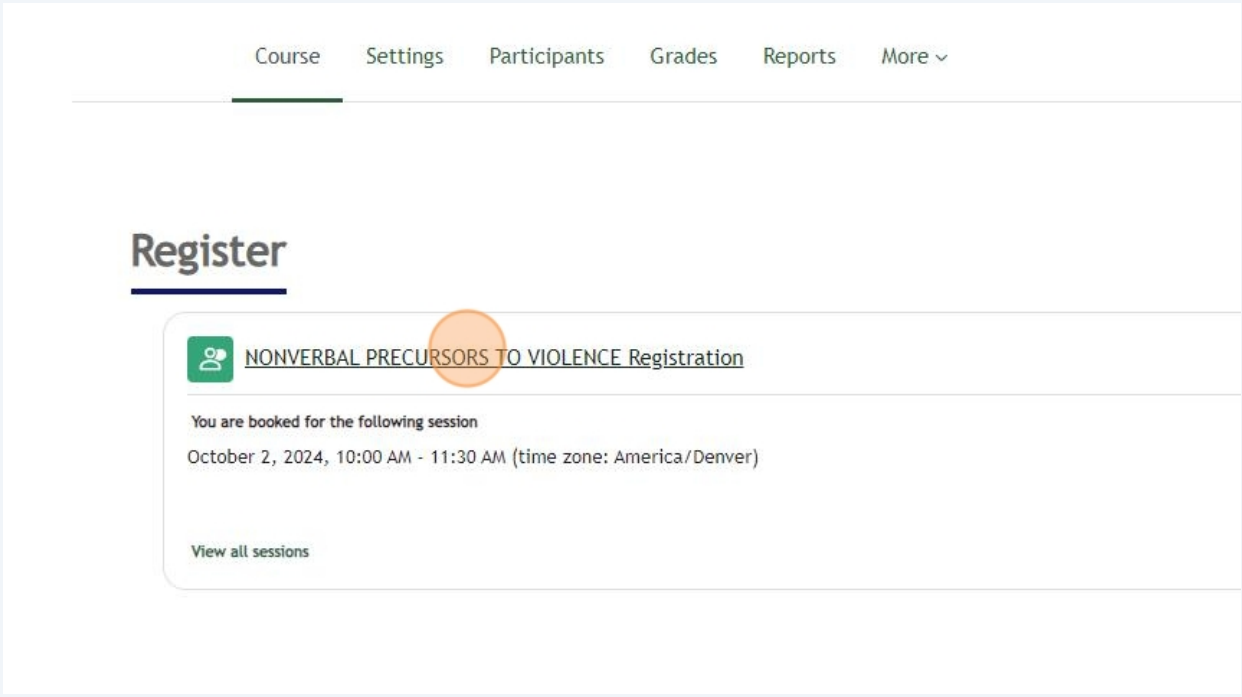
5 Click on the course title you need to cancel.



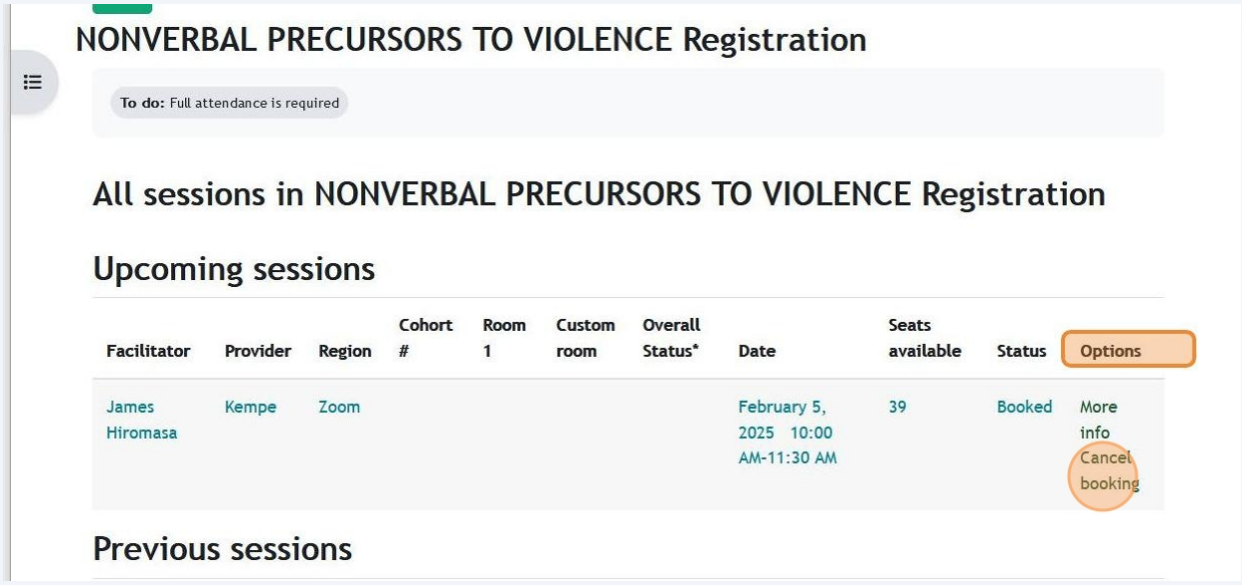
6 Click on the **Register** tile.



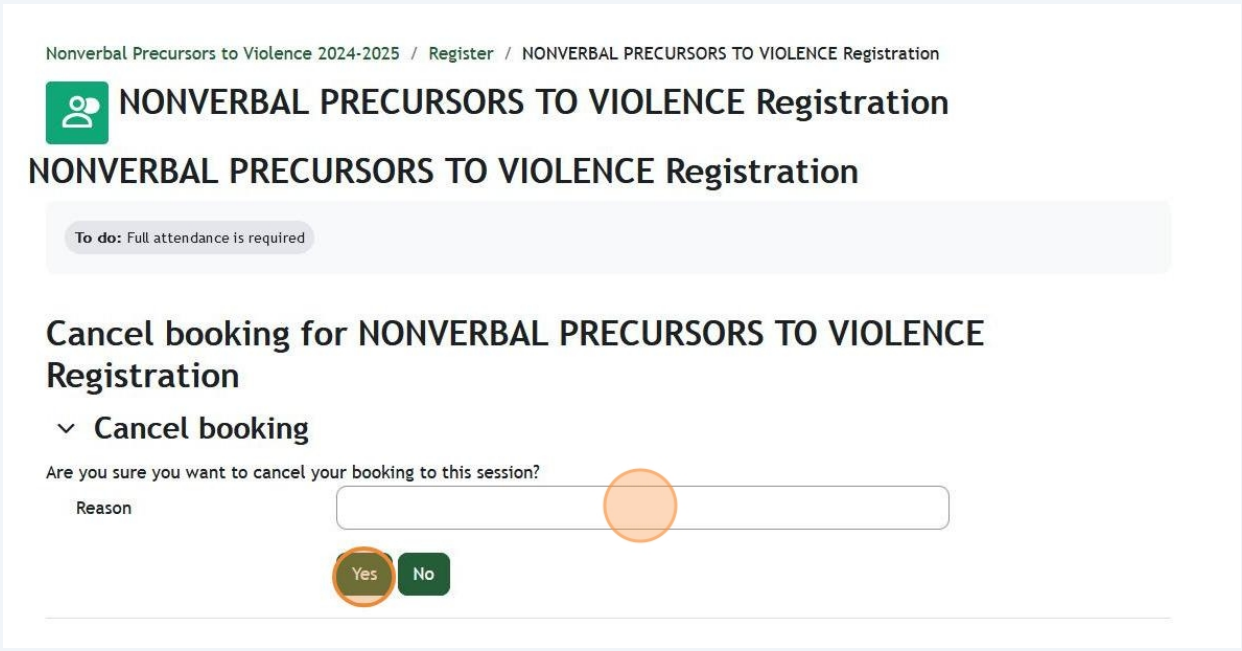
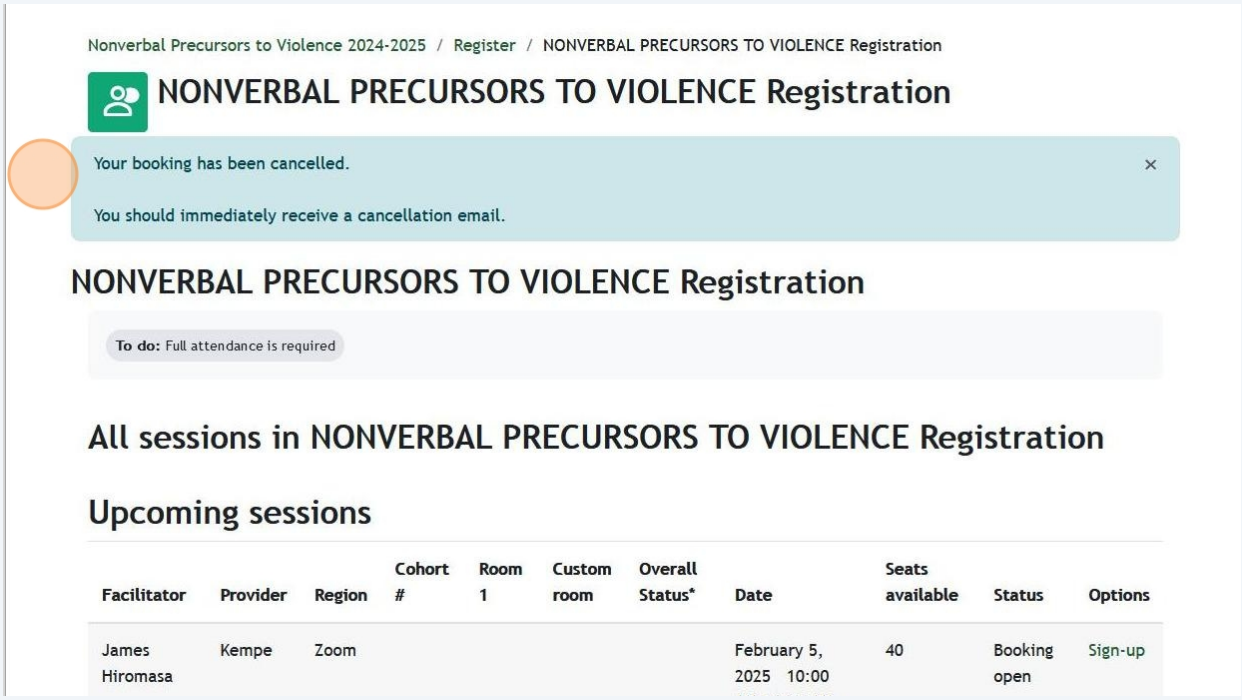
7 Click the registration link.



8 Under **Options** at far right, click **Cancel booking**.



9 Provide a reason for your cancelation and click **Yes**.



10 A light blue bar on the registration screen confirms your booking is cancelled.