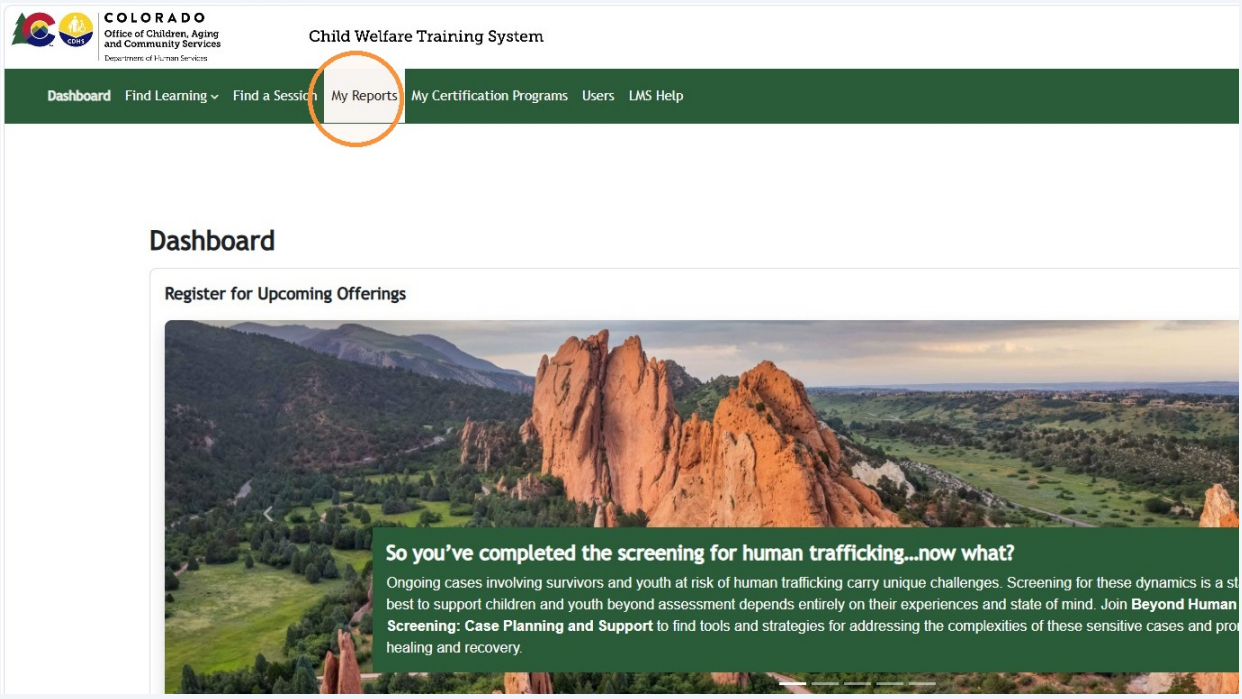
Unenroll Offboarding Staff from Booked Seminars

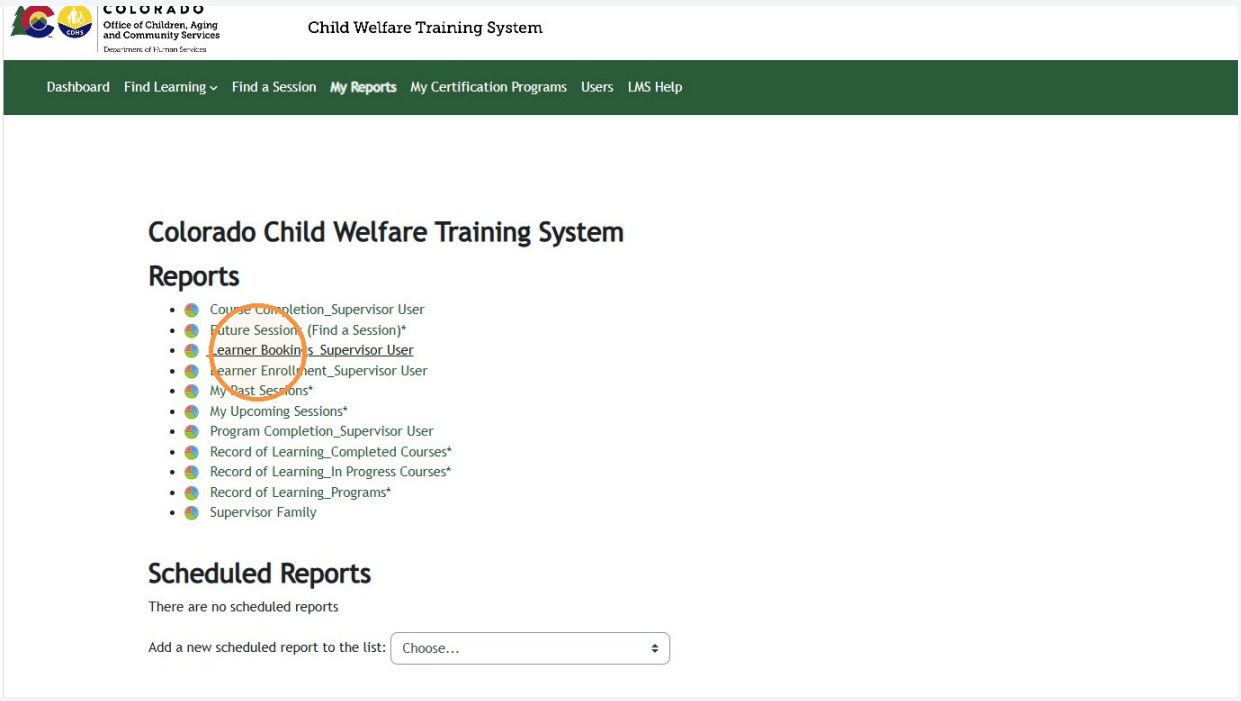
COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

⚠ This method of unenrolling offboarding staff from booked future seminars should ONLY be used if you know the employee will **NOT be maintaining their certification in Colorado,** as it removes them entirely from the course (including any progress they've made in activities like tests and WBTs). If you are unsure about the employee, email support@coloradocwts.com for help canceling their bookings.

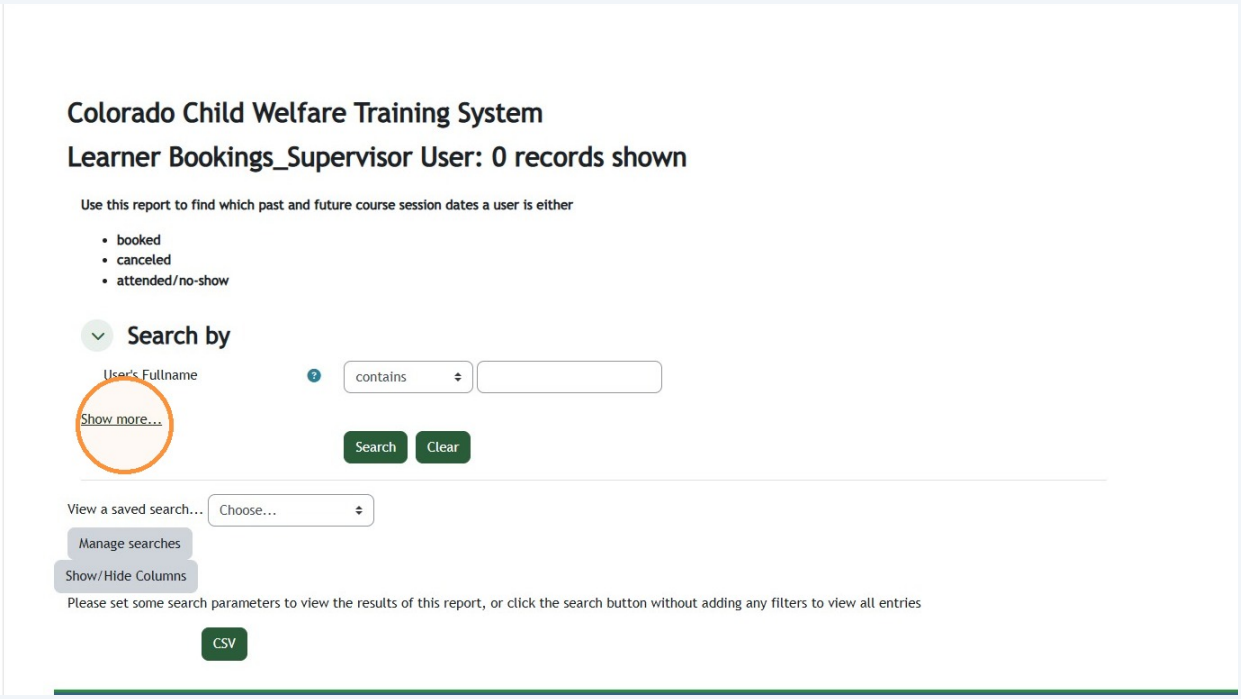
1 Click **My Reports.**



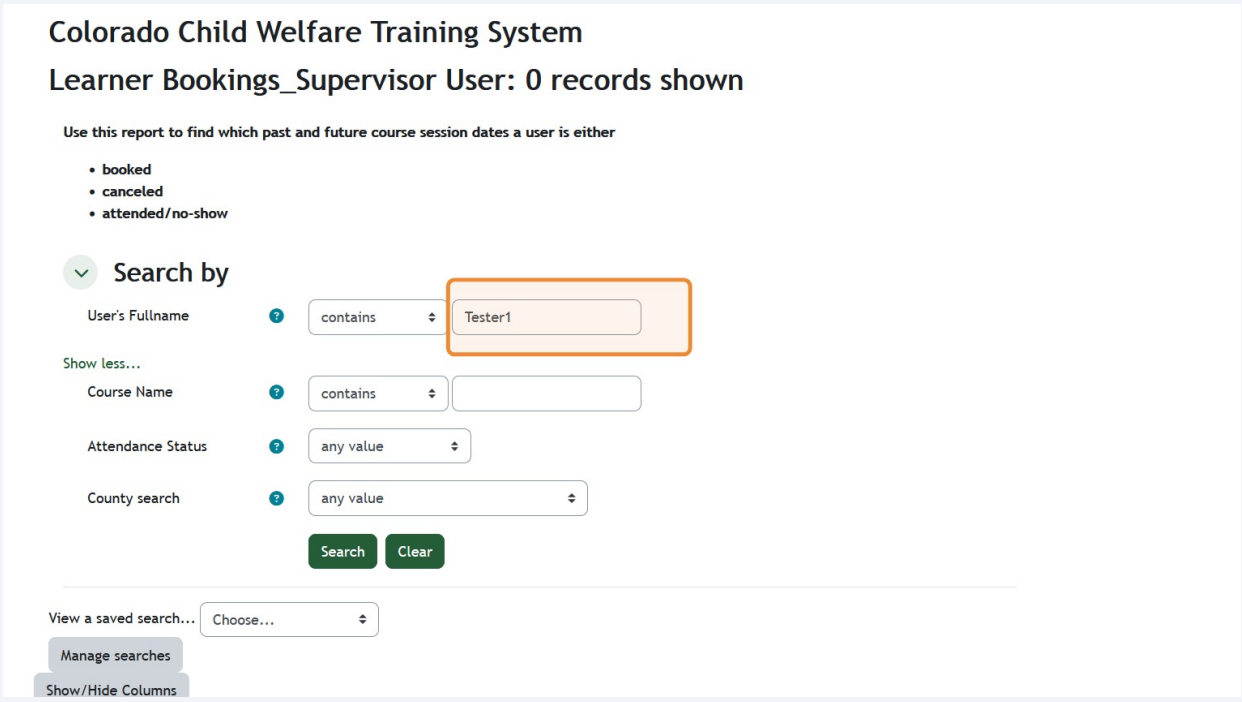
2 Click the report **Learner Bookings_Supervisor User.**



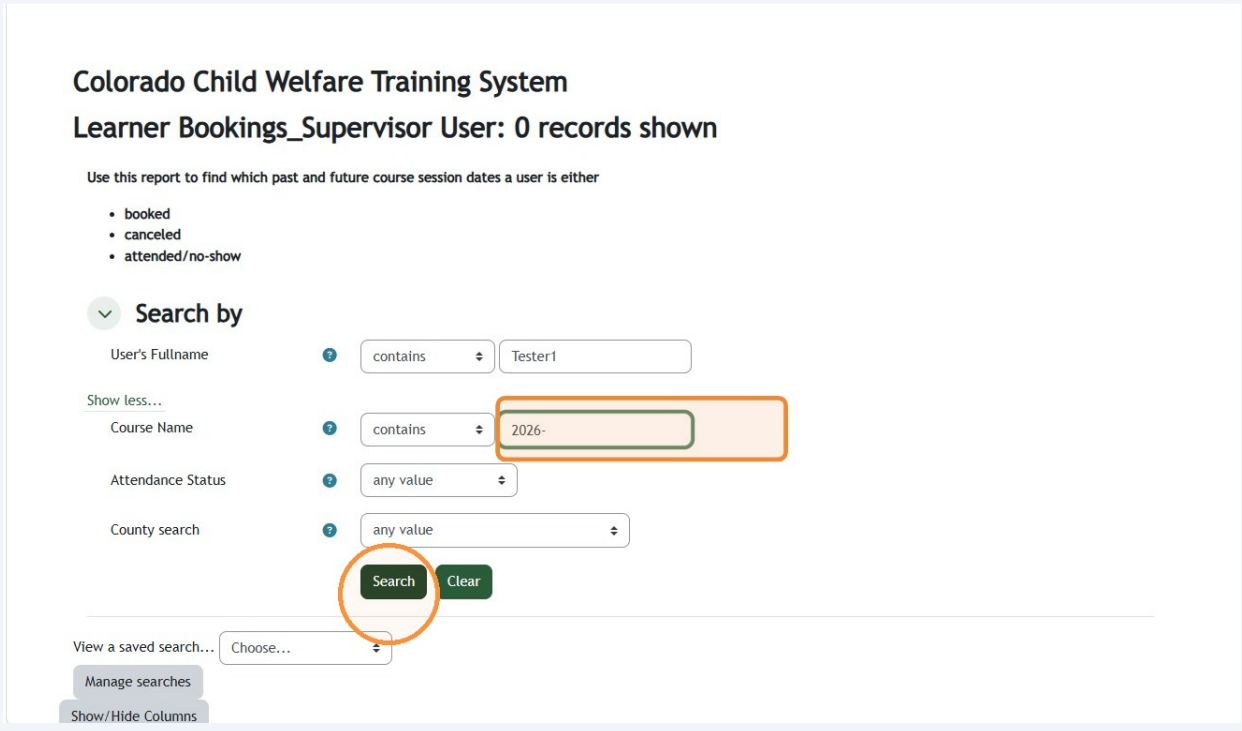
3 Click **Show more...**



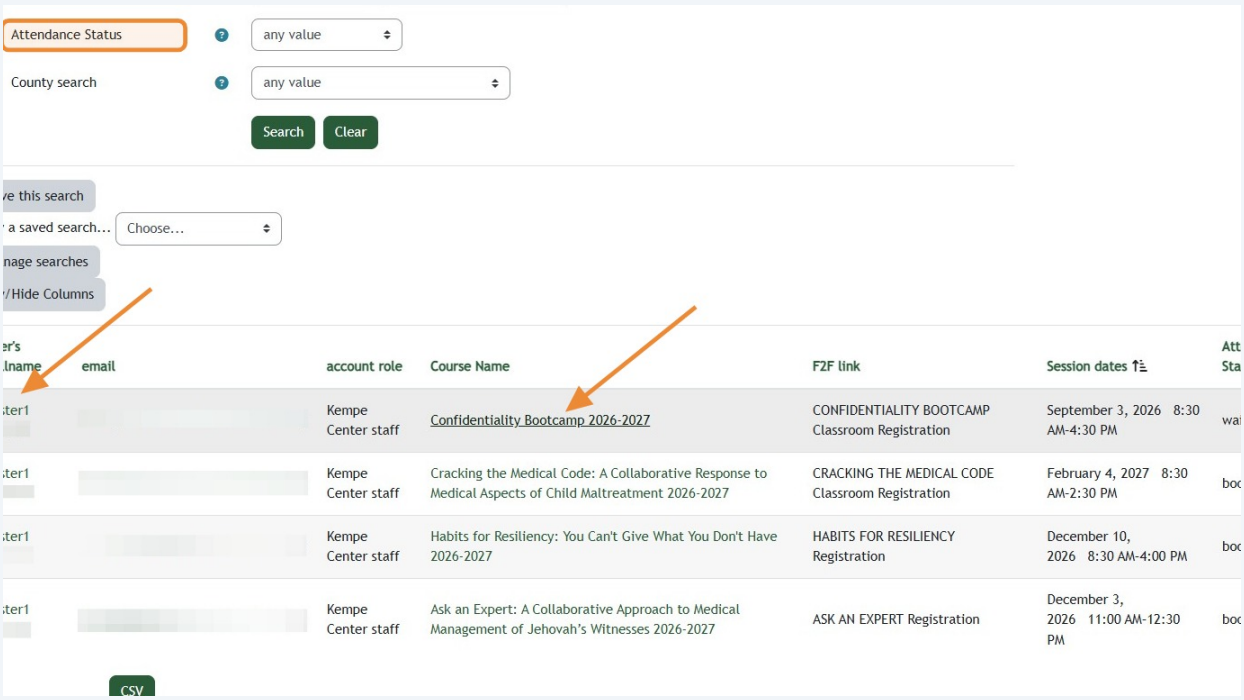
4 Enter all or part of a user's name.



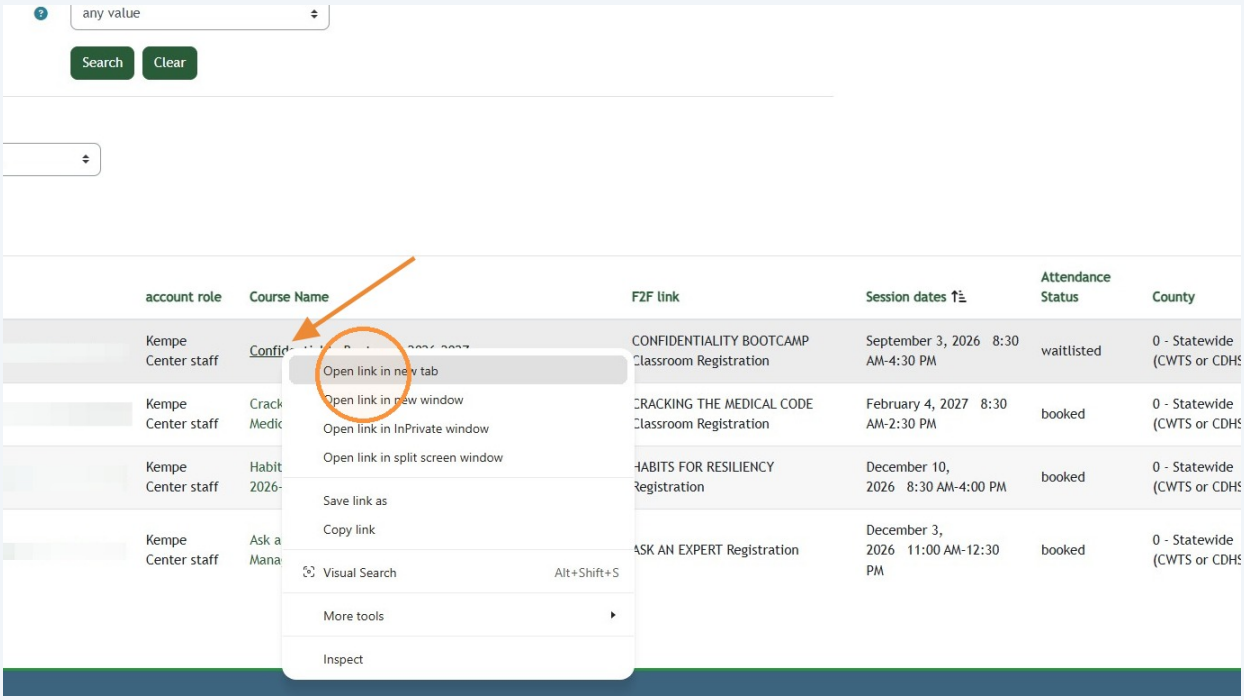
5 Enter the first half of the FY span (in this example, **2026-**) and click **Search** to yield results for courses in the current FY only.



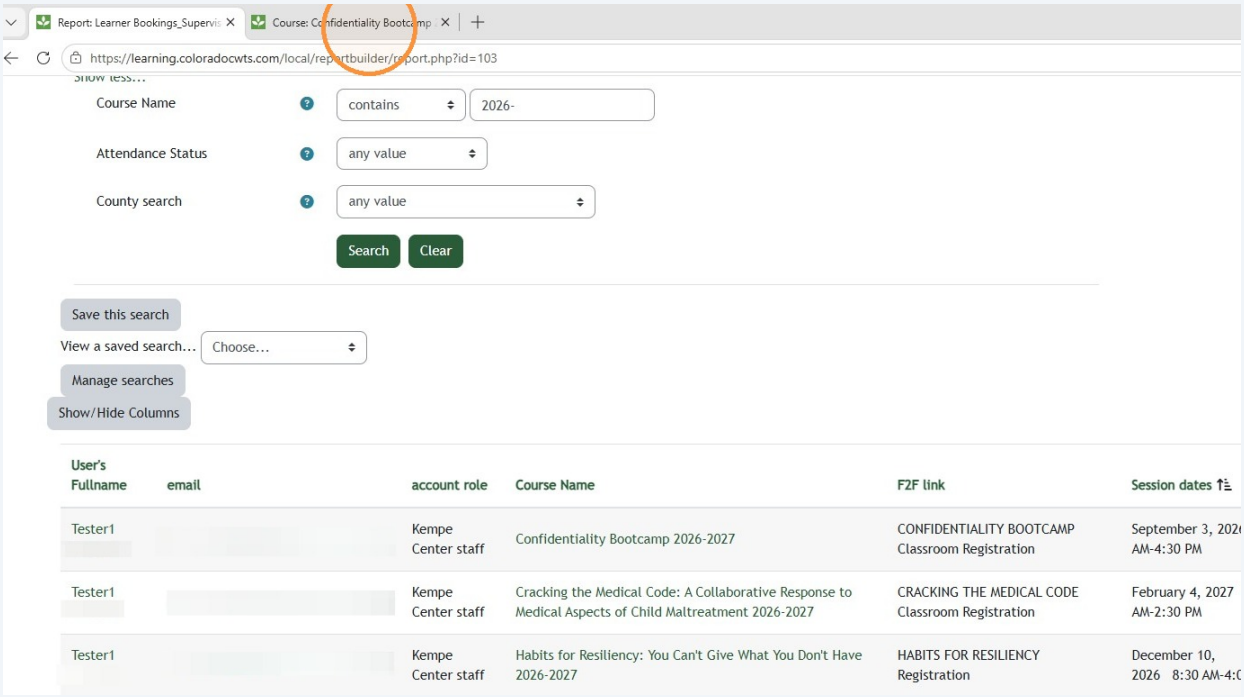
6 Locate the user's name and the course you wish to unenroll the learner from (you can further filter by Attendance Status to find booked and waitlisted courses). In this example, we want Confidentiality Bootcamp for the user Tester1.



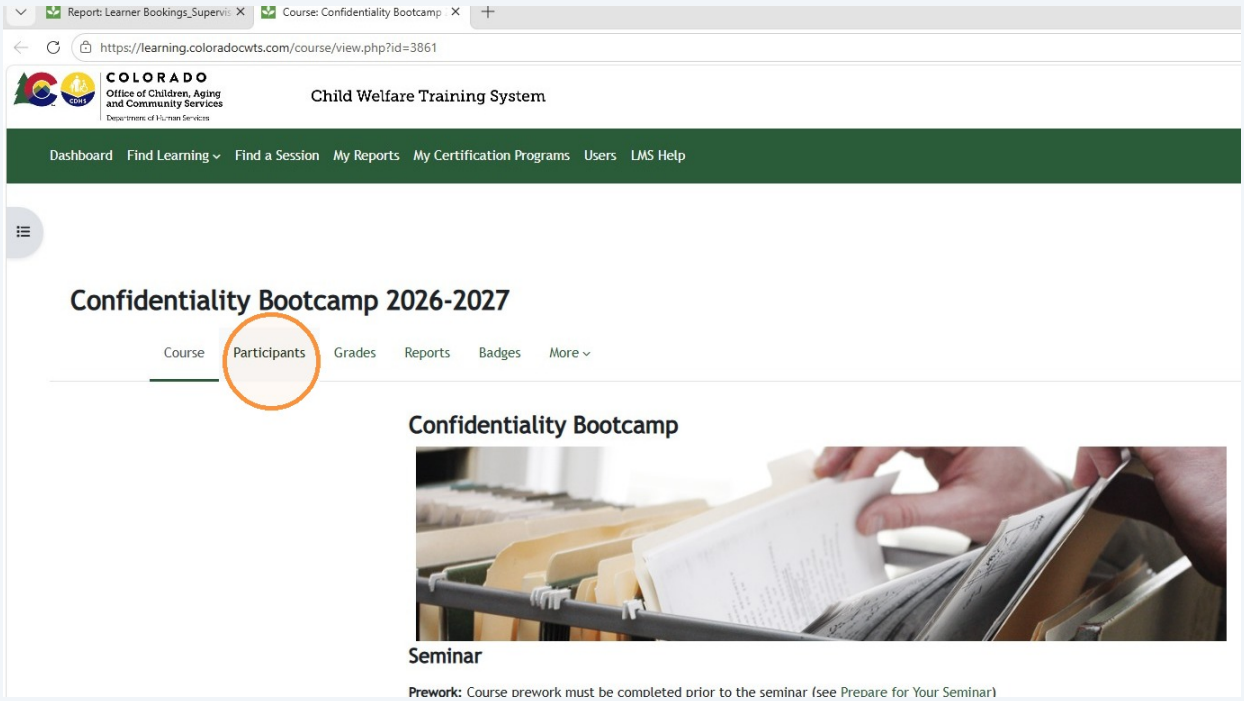
7 Right click on the course title, then click **Open link in new tab.**



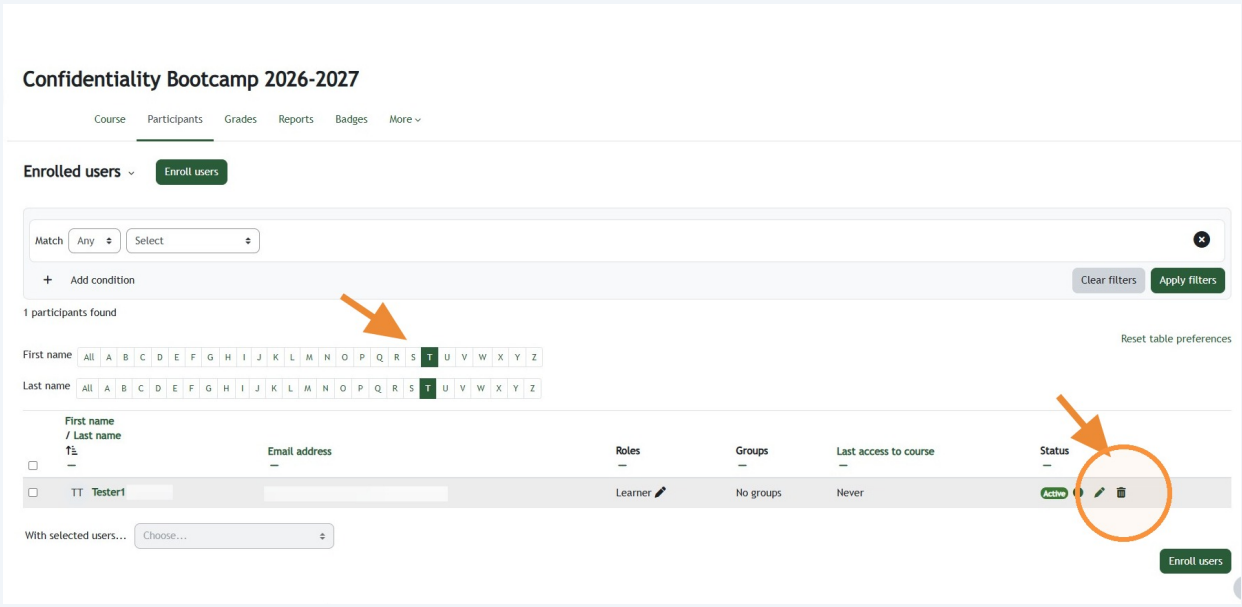
8 Navigate to the new tab (which opens the course page).



9 Click **Participants.**

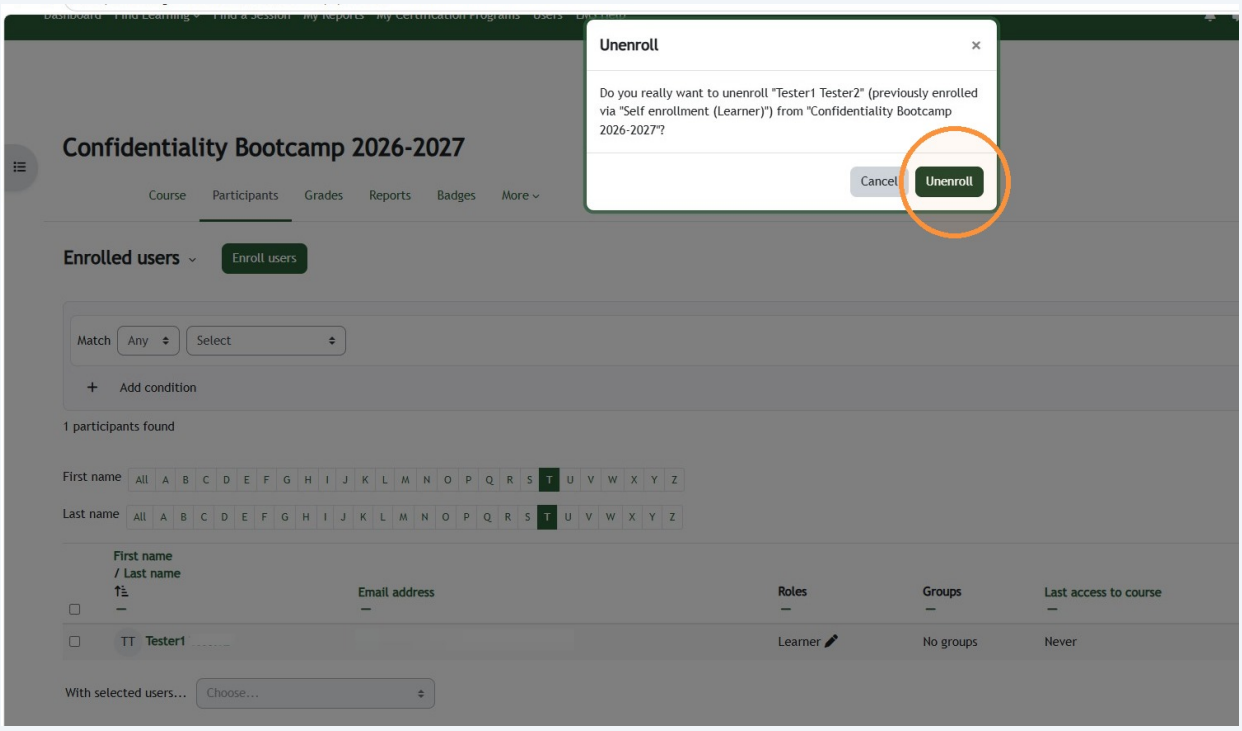


10 Click on the user's initials to find their enrollment, then select the trashcan to remove their enrollment.

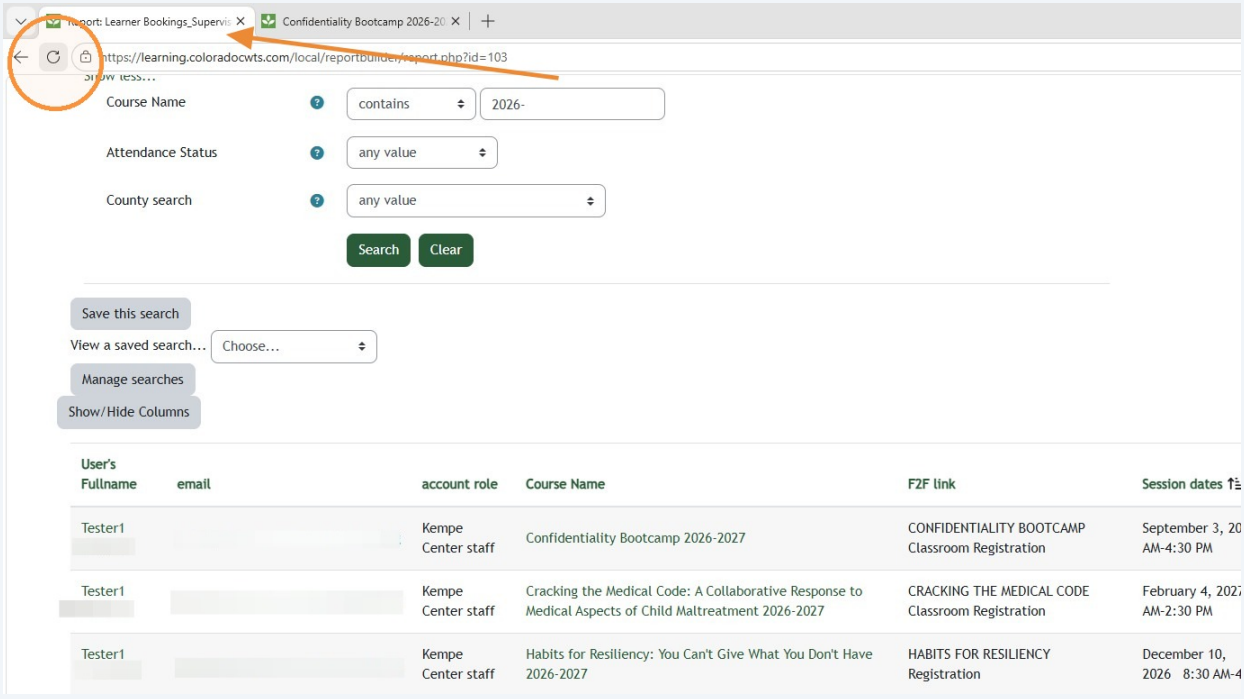


If the trashcan icon is not available, reach out to support@coloradocwts.com for assistance.

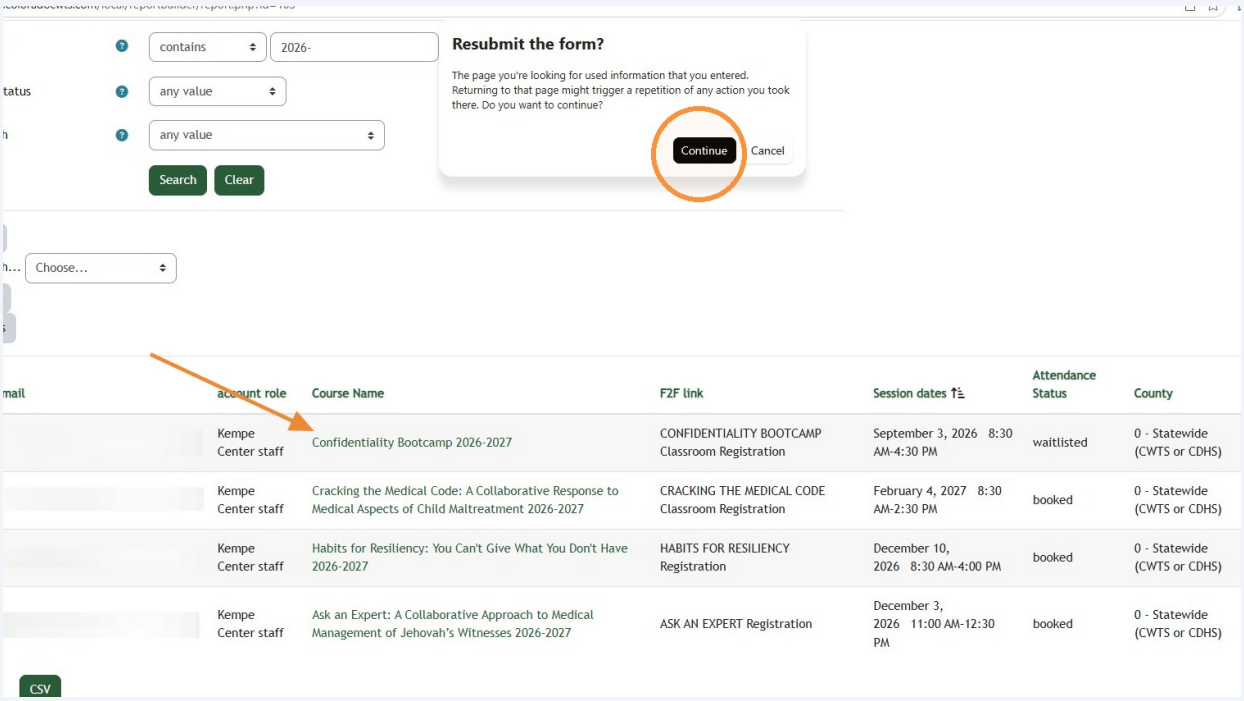
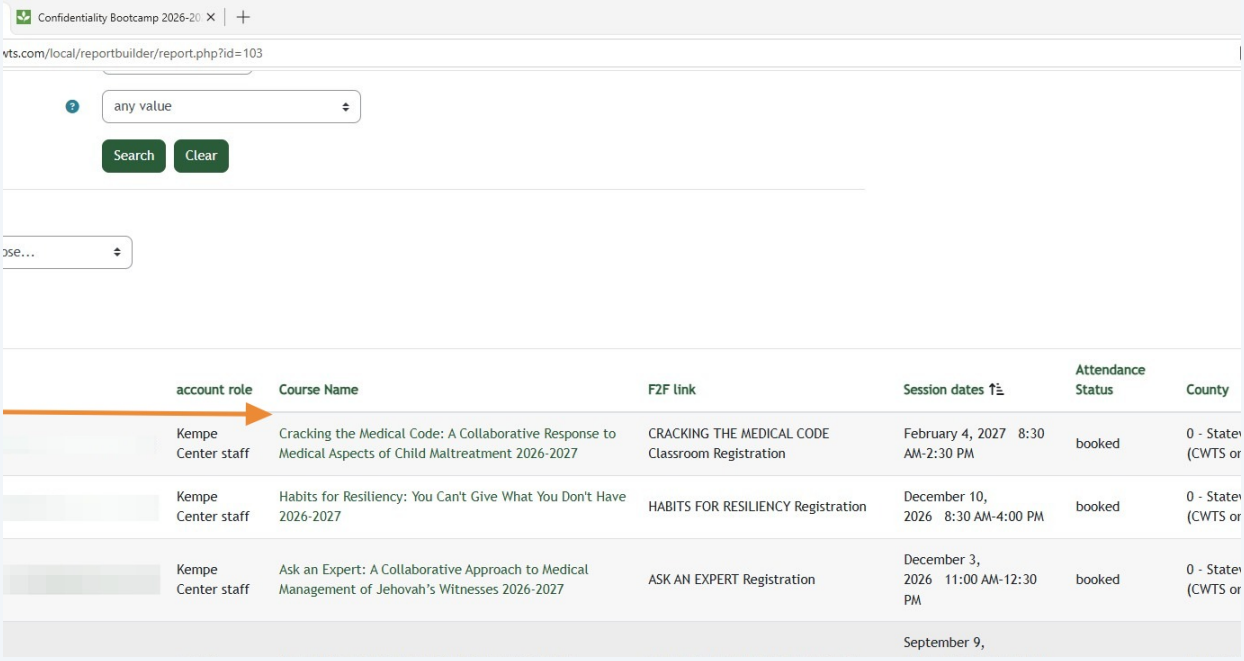
11 Confirm by clicking **Unenroll.**



12 Navigate back to the report tab, then refresh the tab.



13 Click **Continue** to refresh the report results.



14 Note that the Confidentiality Bootcamp booking has been removed from the user's booked sessions. Repeat steps 6-13 to cancel enrollment in other seminars.