LEARNING CENTRAL HOW-TO GUIDES

HOW TO UNREGISTER FOR A COURSE

This document describes how to unregister for a course in Learning Central.

#	Instructions	Screenshot
1	Log in to Learning Central	 You can login two ways: A. Via direct link: <u>https://learningcentral.uvic.ca/</u> B. Via the HR Learning & Development website: <u>https://www.uvic.ca/hr/learning-development/learning_central/index.php</u> Iniversity Human of Victoria Resources
		Home Return to campus Pay & benefits Learning & development Health & wellness Manager support
		Employee learning Informe * learning & development * learning central Learning central - Training providers - Campus & sponsored training + Leading for engagement - Online learning - Mentorship program - Financial planning - For Employees: -
2	Visit My Courses in the top navigation bar. And select the edit pencil on the course you would like to unregister from.	Learning Central Course call ndar My courses No ifications My Courses Registered Course ¹ ¹ Start Time Location Status Edit
		Indigenous Cultural Acumen Training (ICAT) with Robert Hancock (Rob), Robina Thomas August 17, 2021 9:30AM - 11:30AM Online (Zoom) Registered
		LTSI/TE - Instructional Skills Workshop (ISW) with July 27, 12:00PM - ONLINE Registered Cynthia Korpan 2021 5:00PM Online Registered
		Countdown to Retirement with LifeWorks August 30, 12:13PM - Online Registered 2021 1:13PM (Zoom)

#	Instructions	Screenshot
3	Open the course registration page and scroll to the bottom of the page. Select the 'Unregister' button.	<section-header> Cop of course information page: Argistration Digencus Cultural Acumen Training (ICAT) Wit Robert Hancek (Robb, Robina Thoma: • grays 17, 202 • grays 1 • grays</section-header>
4	Select your reason for unregistering from the dropdown menu and click the Unregister button.	Indigenous Cultural Acumen Training (ICAT) Reason for unregistering No longer interested Note: A cancellation fee of \$60 may apply. View the service policy (2) for more info.
5	View confirmation of unregistration page and click the remove calendar entry to remove the training from your calendar. You will also receive an email confirmation of this change.	Confirmation of Unregistration Survey successfully unregistered from this course. You will receive an email confirmation stating your status. Please follow instructions to remove the calendar entry in your calendar: Indigenous Cultural Acument Training (ICAT) Wit Robert Hancock (Rob), Robina Thomas August 17, 2021 9:30AM - 11:30AM 2 Hour(s) Online (scheduled) Open to employees and students Location: Online (Zoom) Meture to course calendar Immove instructions Meture to course calendar Entry and goen the file that downloads in your browser. This will be a calendar event. Cik Remove Calendar on the calendar event to remove the training from your calendar. The download pop up in the top-right? Do a web search for instructions on how to allow pop-ups for your preferred web trowser.