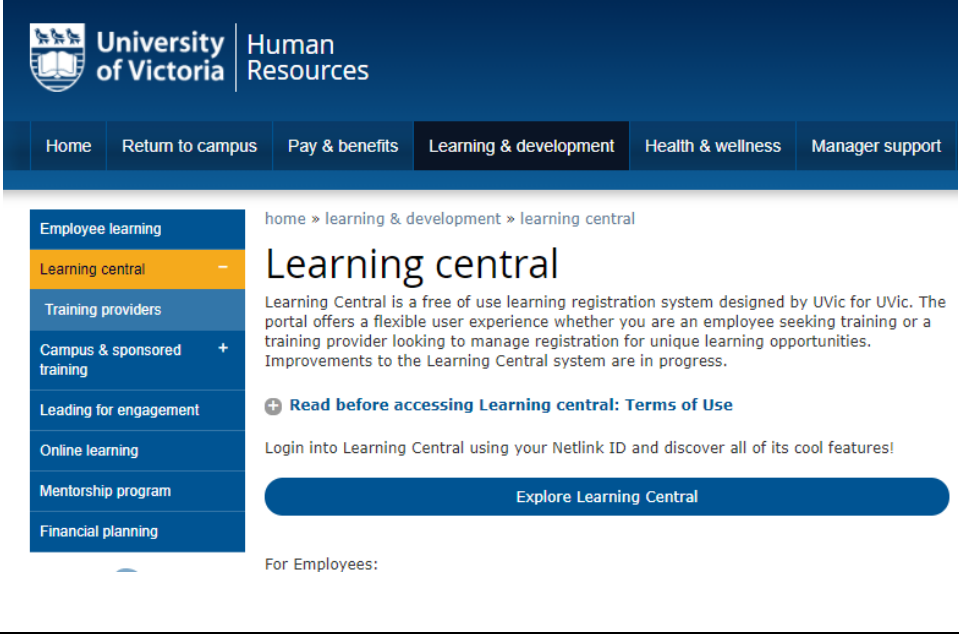
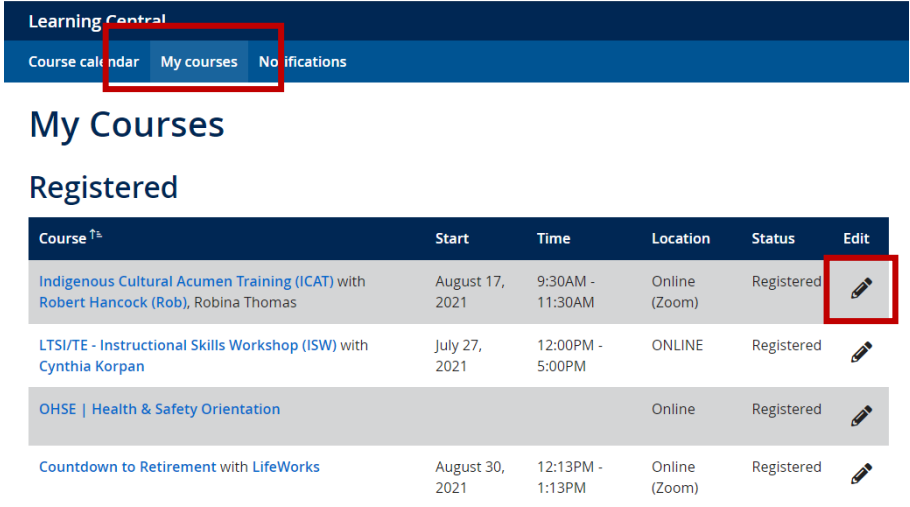












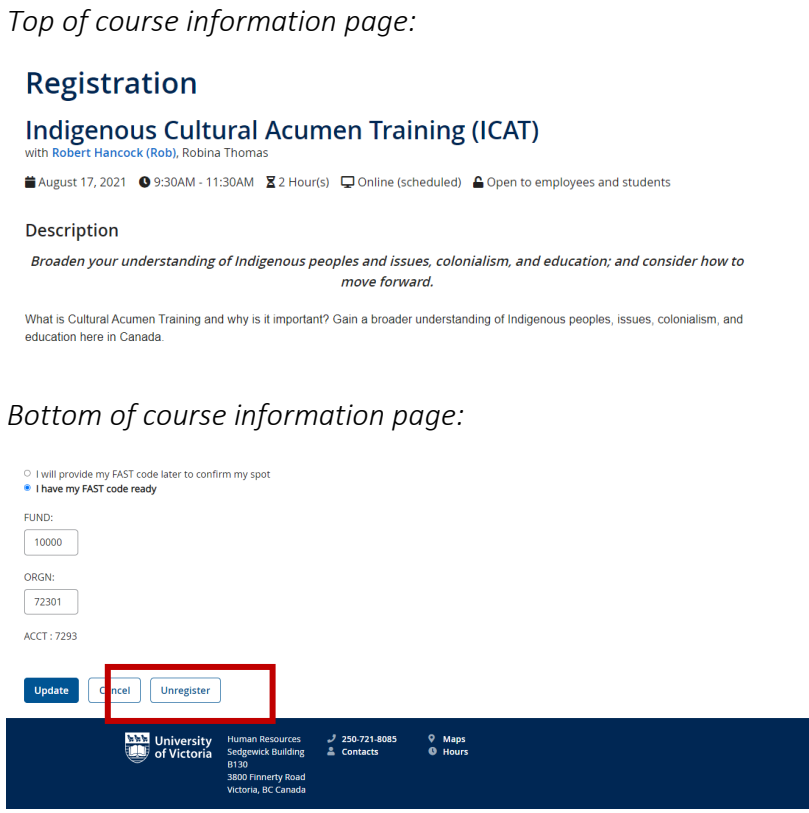
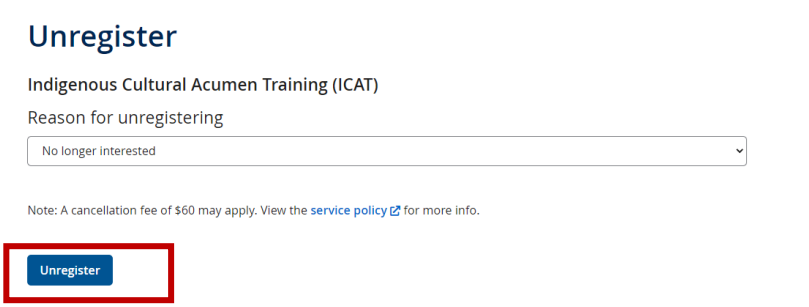


HOW TO UNREGISTER FOR A COURSE

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

#	Instructions	Screenshot																														
1	Log in to Learning Central	<p>You can login two ways:</p> <ul style="list-style-type: none">A. Via direct link: https://learningcentral.uvic.ca/B. Via the HR Learning & Development website: https://www.uvic.ca/hr/learning-development/learning_central/index.php 																														
2	Visit My Courses in the top navigation bar. And select the edit pencil on the course you would like to unregister from.	 <table border="1"><thead><tr><th>Course [†]</th><th>Start</th><th>Time</th><th>Location</th><th>Status</th><th>Edit</th></tr></thead><tbody><tr><td>Indigenous Cultural Acumen Training (ICAT) with Robert Hancock (Rob), Robina Thomas</td><td>August 17, 2021</td><td>9:30AM - 11:30AM</td><td>Online (Zoom)</td><td>Registered</td><td></td></tr><tr><td>LTSI/TE - Instructional Skills Workshop (ISW) with Cynthia Korpan</td><td>July 27, 2021</td><td>12:00PM - 5:00PM</td><td>ONLINE</td><td>Registered</td><td></td></tr><tr><td>OHSE Health & Safety Orientation</td><td></td><td></td><td>Online</td><td>Registered</td><td></td></tr><tr><td>Countdown to Retirement with LifeWorks</td><td>August 30, 2021</td><td>12:13PM - 1:13PM</td><td>Online (Zoom)</td><td>Registered</td><td></td></tr></tbody></table>	Course [†]	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 Cynthia Korpan	July 27, 2021	12:00PM - 5:00PM	ONLINE	Registered		OHSE Health & Safety Orientation			Online	Registered		Countdown to Retirement with LifeWorks	August 30, 2021	12:13PM - 1:13PM	Online (Zoom)	Registered	
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3	<p>Open the course registration page and scroll to the bottom of the page.</p> <p>Select the 'Unregister' button.</p>	<p><i>Top of course information page:</i></p>  <p><i>Bottom of course information page:</i></p>
4	<p>Select your reason for unregistering from the dropdown menu and click the Unregister button.</p>	
5	<p>View confirmation of unregistration page and click the remove calendar entry to remove the training from your calendar.</p> <p>You will also receive an email confirmation of this change.</p>	