LEARNING MANAGEMENT SYSTEM (LMS)
CANCEL 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.

Figure 1 – Admin icon

Figure 2 – Learning link
4. Enter the learner’s name in the Person Names search field then click the Search button.

5. Click on the View Registrations link in the Actions column.
6. Click the **Actions** link for the course to be cancelled.

![Image of Actions link]

Figure 5 – Actions link
7. Click the **Drop** link on the Actions activity menu.

![Current Learning for NIH Learner](image)

**Figure 6 – Drop link on the Actions activity menu**
8. Click the **Drop** button.

**Figure 7 – 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.

![Input Reason](image)

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 refer to the LMS Support Page.