



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.



**Admin
icon**

Figure 1 – Admin icon

3. Click the **Learning** link in the left navigation menu.

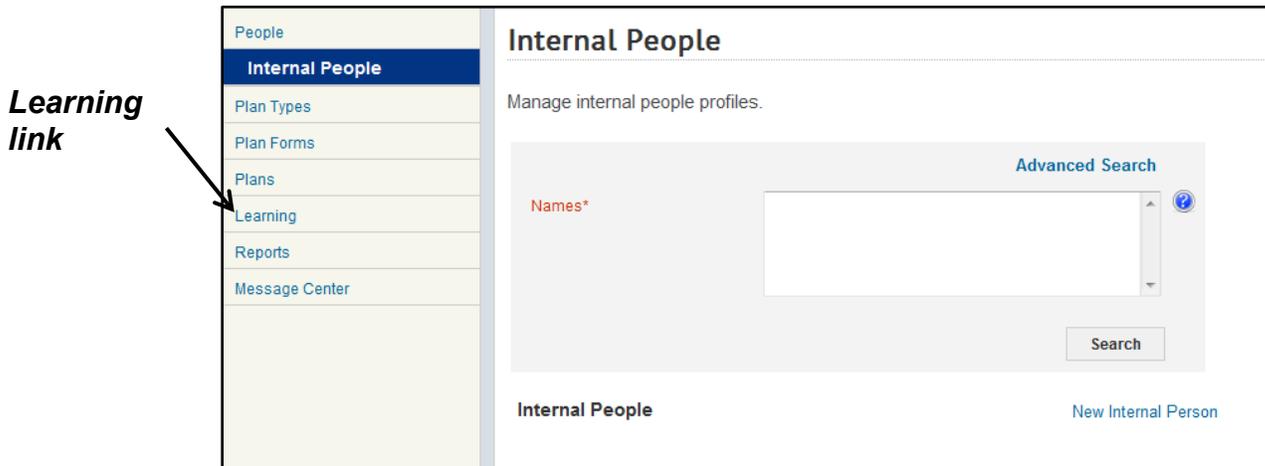
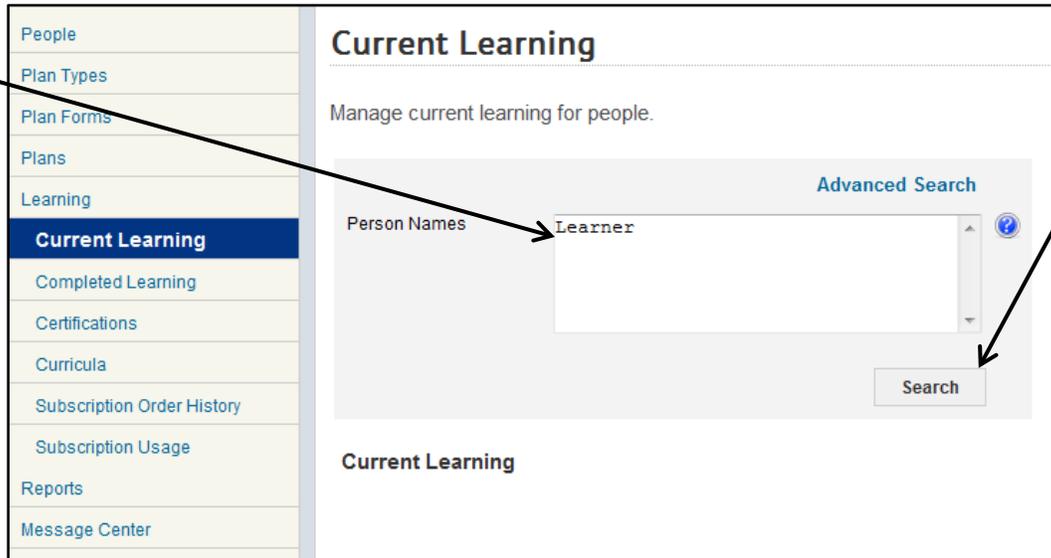


Figure 2 – Learning link

4. Enter the learner's name in the Person Names search field then click the **Search** button.

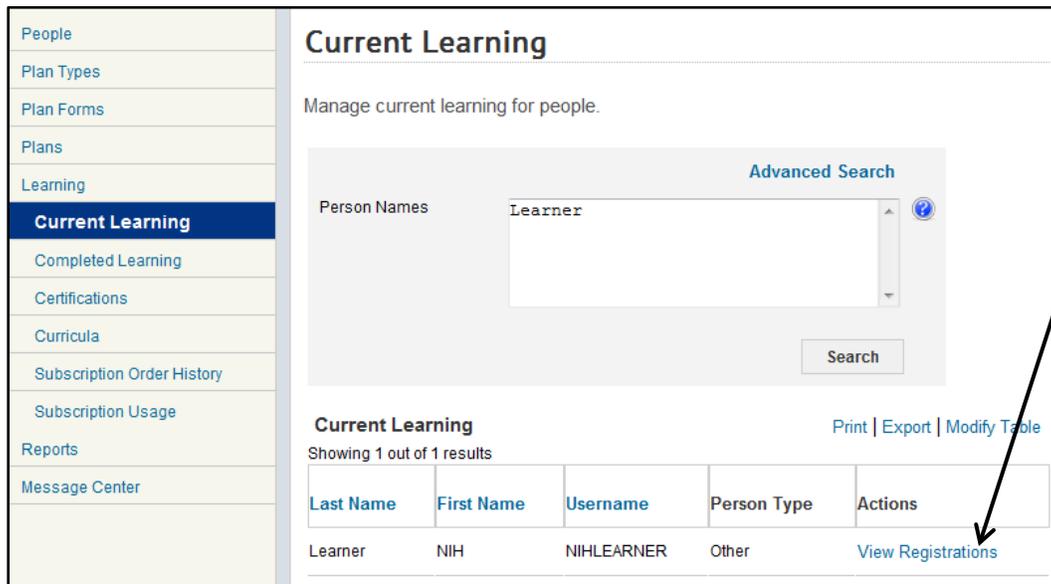
Person Names search field



Search button

Figure 3 – Person Names and Search button

5. Click on the **View Registrations** link in the Actions column.



View Registrations link

Figure 4 – View Registrations link

6. Click the **Actions** link for the course to be cancelled.

Current Learning for NIH Learner

View: All

Profile Quicklinks
Certifications
Curricula
Current Learning
Completed Learning
Profile Snapshot
Plans

Current Learning

Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Merged From	Mandatory	Actions	Package
<input type="checkbox"/>	Books 24x7	Online Training				Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Exchanging Data with Excel 2007	Online Training				Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Getting Started with Safari	Online Training				Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Getting Started with Visio 2010	Online Training				Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015	NIH Training Center		Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	NIH Supervisory Essentials Training	Instructor led	03/10/2015	NIH Training Center		Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Performance Management Appraisal Program (PMAP) for Employees	Online Training				Confirmed		<input type="checkbox"/>	Actions	

Approve Selected Approve All Reject Selected Reject All

Actions link →

Figure 5 – Actions link

7. Click the **Drop** link on the Actions activity menu.

Current Learning for NIH Learner

View: All

Profile Quicklinks
Certifications
Curricula
Current Learning
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Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Merged From	Mandatory	Actions	Package
<input type="checkbox"/>	Books 24x7	Online Training				Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Exchanging Data with Excel 2007	Online Training				Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Getting Started with Safari	Online Training				Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Getting Started with Visio 2010	Online Training				Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015	NIH Training Center		Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	NIH Supervisory Essentials Training	Instructor led	03/10/2015	NIH Training Center		Confirmed		<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Performance Management Appraisal Program (PMAP) for Employees	Online Training				Confirmed		<input type="checkbox"/>	Actions	

Actions
View Learning Assignments
Mark Complete
Drop
Notes

Approve Selected Approve All Reject Selected Reject All

Drop link

Figure 6 – Drop link on the Actions activity menu

8. Click the **Drop** button.

Drop Course: Performance Management Appraisal Program (PMAP) for Employees	
Drop Charge	0.00 USD
Title	Performance Management Appraisal Program (PMAP) for Employees
Delivery Type	Online Training
ID	00002185
Start Date	-
End Date	-
Sessions	
Location	
Language	English
Description	HHS' new Performance Management Appraisal Program (PMAP) assists HHS employees in achieving organizational and individual performance goals, focusing on three key elements: (1) Improving performance and accountability; (2) Providing clear expectations and feedback on progress toward target outcomes; and (3) Rewarding and recognizing exceptional performance for achieving challenging outcomes. The performance appraisal allows you the opportunity to communicate with your supervisor and to clarify and understand your organization's goals/values. This course covers employees' PMAP roles and responsibilities.
Abstract	-
Domain	HHS Common
Drop Policy	N/A

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

* = required

This operation is audited. For audit tracking purposes, you are required to enter a reason when this operation is performed.

Comment* This person has changed job function and this training no longer applies to their current role.

Character Limit:255
Remaining character count: 160

Save Close

Save button

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](#).