

HOW TO CHANGE TEST SITE HOW TO DROP A COURSE OR CANCEL YOUR ENROLLMENT

This is a guide on how to drop a course. This is the same as cancelling your enrollment.

For the LPE, if you want to change your test site within the registration period, you may cancel your existing enrollment at your current test site, and then enroll again for the LPE at the new test site.

Log on to Inspira



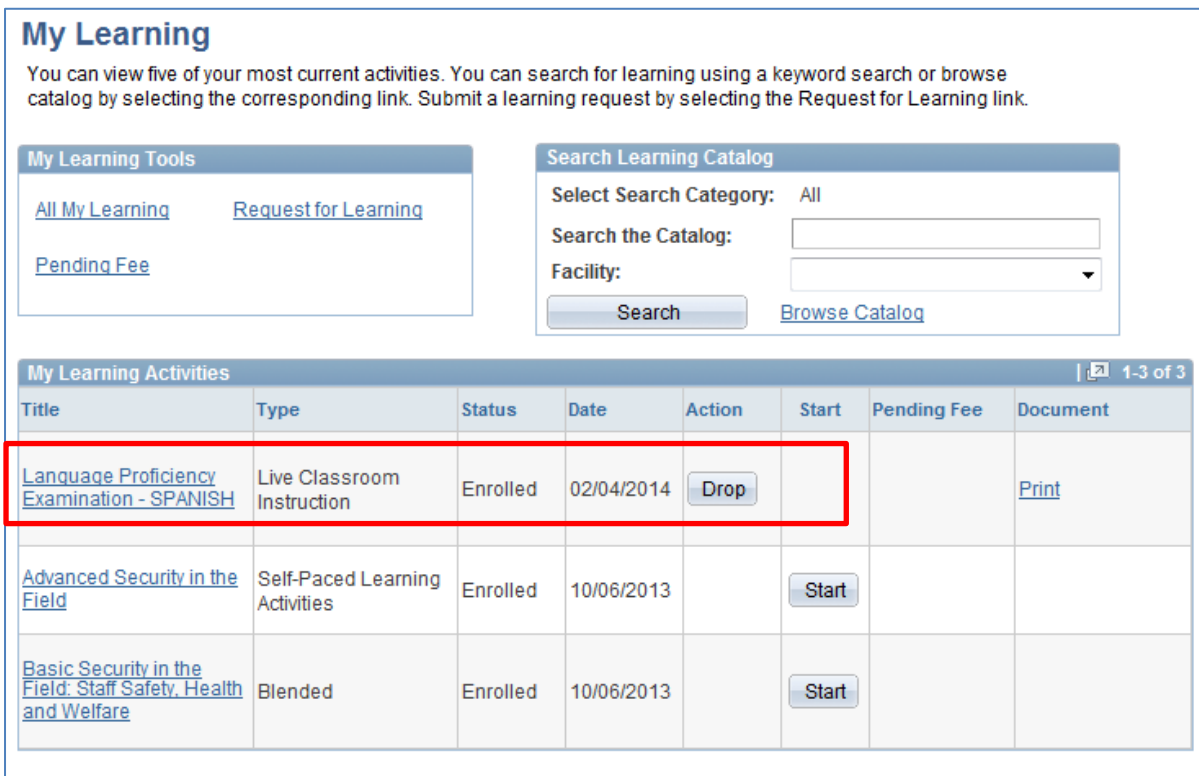
The image shows the Inspira Human Resources Gateway login page. It features the Inspira logo (a globe icon) and the text "inspira Human Resources Gateway". Below the logo is a login form with two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

On your **My Learning** page, all successfully registered and enrolled courses will appear in your **My Learning Activities** pane.

Look for your LPE registration.

The status should be **Enrolled** and a **DROP** button is in the Action column.

Clicking this button will bring you to the **Drop Activity** dialog.



The image is a screenshot of the "My Learning" page. At the top, it says "My Learning" and "You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link. Submit a learning request by selecting the Request for Learning link." Below this are two panels: "My Learning Tools" with links for "All My Learning", "Request for Learning", and "Pending Fee"; and "Search Learning Catalog" with a search category dropdown set to "All", a search input field, a facility dropdown, and "Search" and "Browse Catalog" buttons. The main section is "My Learning Activities", which contains a table with 8 columns: Title, Type, Status, Date, Action, Start, Pending Fee, and Document. The first row is highlighted with a red border and contains: "Language Proficiency Examination - SPANISH", "Live Classroom Instruction", "Enrolled", "02/04/2014", a "Drop" button, an empty "Start" cell, and a "Print" link. The second row is "Advanced Security in the Field" (Self-Paced Learning Activities, Enrolled, 10/06/2013) with a "Start" button. The third row is "Basic Security in the Field: Staff Safety, Health and Welfare" (Blended, Enrolled, 10/06/2013) with a "Start" button. The page number "1-3 of 3" is visible in the top right corner of the table area.

Title	Type	Status	Date	Action	Start	Pending Fee	Document
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Enrolled	02/04/2014	Drop			Print
Advanced Security in the Field	Self-Paced Learning Activities	Enrolled	10/06/2013		Start		
Basic Security in the Field: Staff Safety, Health and Welfare	Blended	Enrolled	10/06/2013		Start		

Select a reason for cancelling in the **Drop Reason** dropdown list.
 Review the information, and make sure that this is the enrollment you wish to cancel.
 Once you have reviewed the information, click the **DROP** button to continue

You now have successfully cancelled your enrollment.
Enrollment Status has changed to **Dropped**

Click **My Learning** to go back to your **My Learning** page.
 On your **My Learning Activities** pane, the course you have dropped or enrollment you cancelled should reflect the new status **Dropped**

Title	Type	Status	Date	Start	Pending Fee	Document
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Dropped	02/04/2014			Print
Advanced Security in the Field	Self-Paced Learning Activities	Enrolled	10/06/2013	Start		
Basic Security in the Field: Staff Safety, Health and Welfare	Blended	Enrolled	10/06/2013	Start		