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.
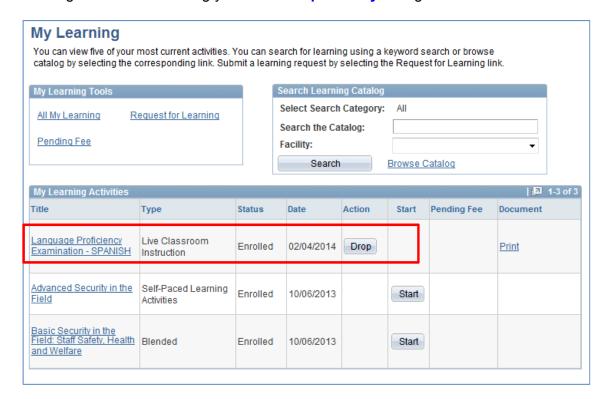
Log on to Inspira

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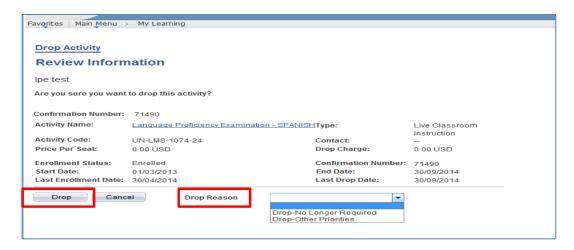Clicking this button will bring you to the **Drop Activity** dialog.

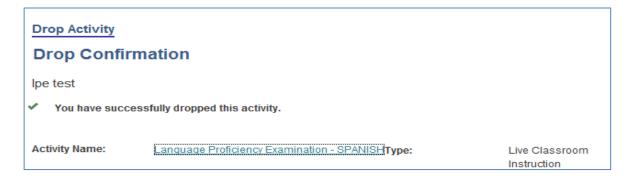Select a reason for cancelling in the **Drop Reason** dropdown list.
Review the information, and make sure that this is the enrollment you wish to cancel.
Once you have reviewed the information, click the **DROP** button to continue

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**