

## 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.

### My Learning

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.

#### My Learning Tools

[All My Learning](#)   [Request for Learning](#)

[Pending Fee](#)

#### Search Learning Catalog

Select Search Category: All

Search the Catalog:

Facility:

  [Browse Catalog](#)

My Learning Activities								1-3 of 3
Title	Type	Status	Date	Action	Start	Pending Fee	Document	
<a href="#">Language Proficiency Examination - SPANISH</a>	Live Classroom Instruction	Enrolled	02/04/2014	<input type="button" value="Drop"/>			<a href="#">Print</a>	
<a href="#">Advanced Security in the Field</a>	Self-Paced Learning Activities	Enrolled	10/06/2013		<input type="button" value="Start"/>			
<a href="#">Basic Security in the Field: Staff Safety, Health and Welfare</a>	Blended	Enrolled	10/06/2013		<input type="button" value="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

Favorites | Main Menu > My Learning

**Drop Activity**  
**Review Information**

lpe test

Are you sure you want to drop this activity?

Confirmation Number: 71490  
 Activity Name: [Language Proficiency Examination - SPANISH](#) Type: Live Classroom Instruction  
 Activity Code: UN-LMS-1074-24 Contact: --  
 Price Per Seat: 0.00 USD Drop Charge: 0.00 USD  
 Enrollment Status: Enrolled Confirmation Number: 71490  
 Start Date: 01/03/2013 End Date: 30/09/2014  
 Last Enrollment Date: 30/04/2014 Last Drop Date: 30/09/2014

**Drop** Cancel **Drop Reason**

Drop-No Longer Required  
 Drop-Other Priorities

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

**Drop Activity**  
**Drop Confirmation**

lpe test

✓ You have successfully dropped this activity.

Activity Name: [Language Proficiency Examination - SPANISH](#) Type: Live Classroom Instruction

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**

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**My Learning Activities** | 1-3 of 3

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