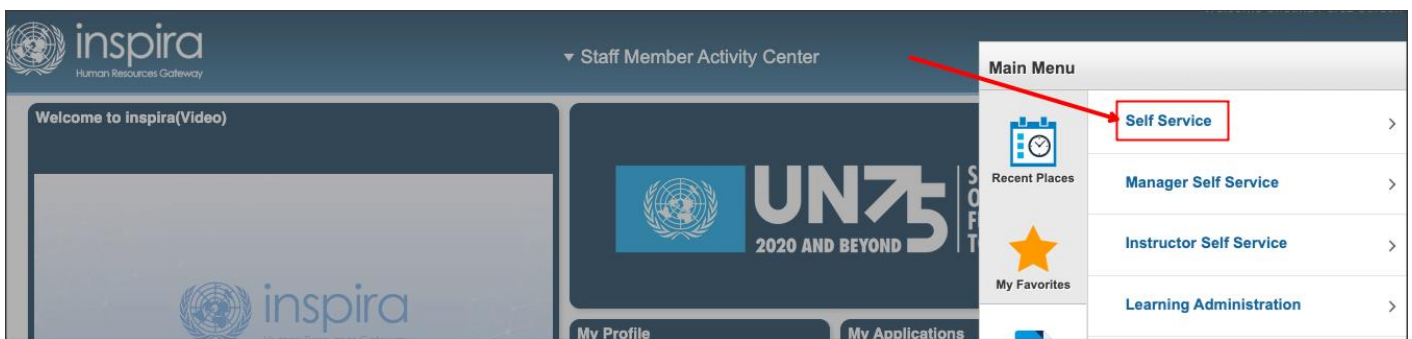


## Instructions for dropping a course: Secretariat Staff learners

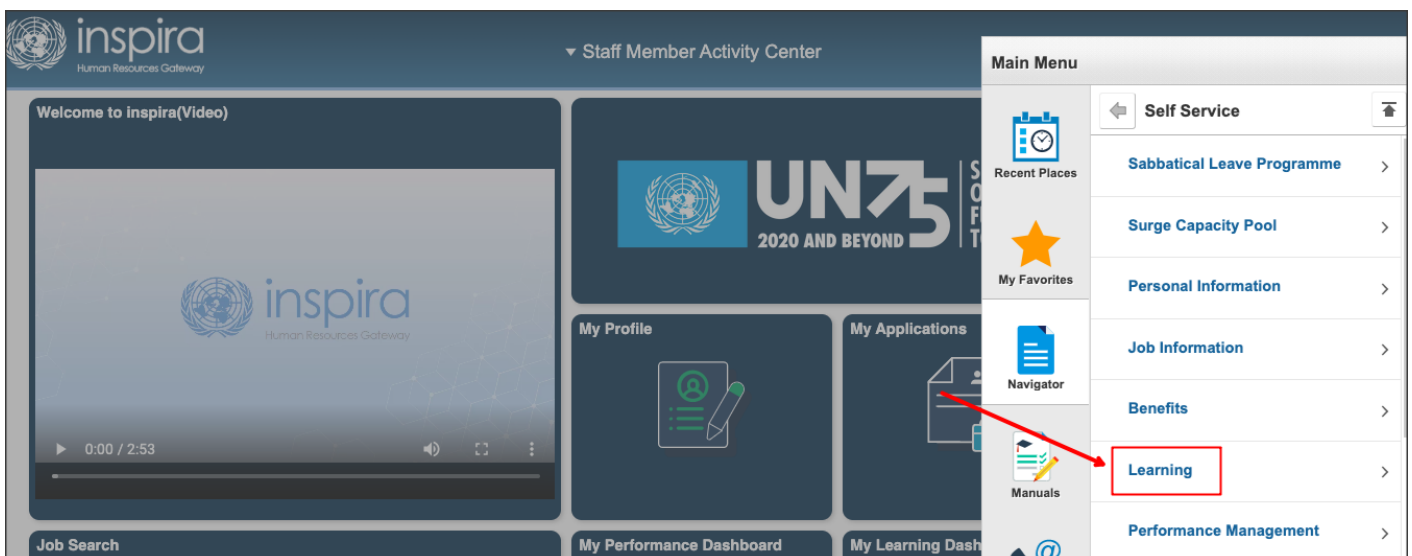
1. Log in to your Inspira account.
2. Click on “Main menu” on the top right corner.



3. Click on “Self Service”.

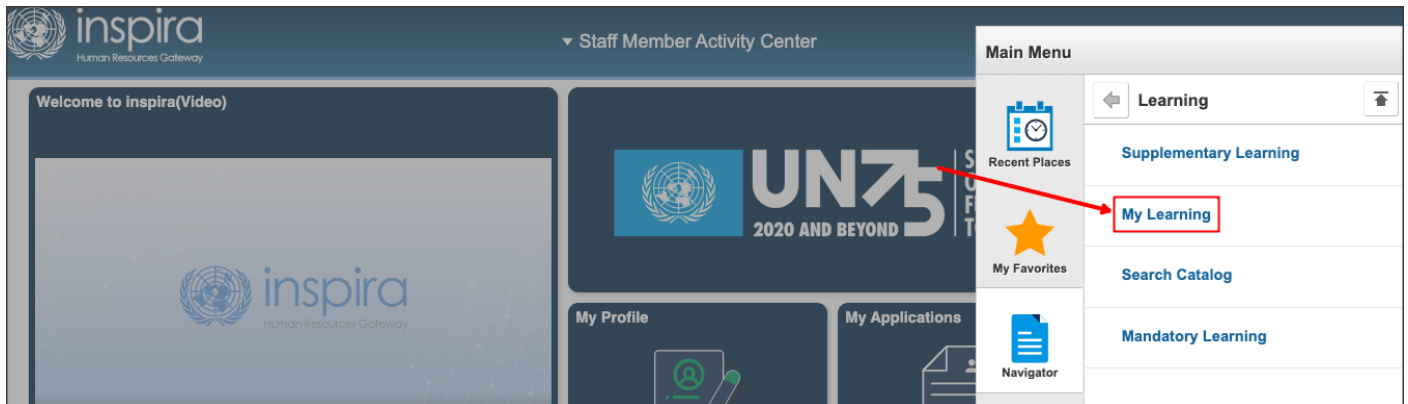


4. Click on “Learning”

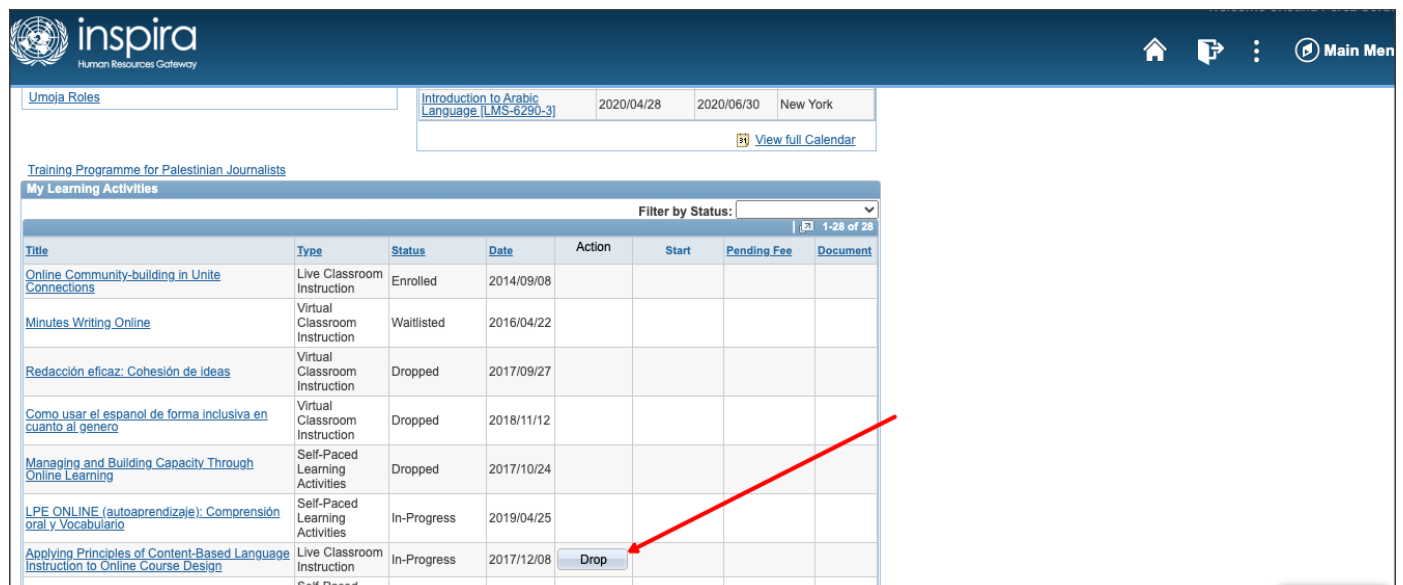




5. Click on “My Learning”.



6. Under the list of “My learning activities”, find the course you want to drop and click on “Drop”.



7. Your course has been dropped!