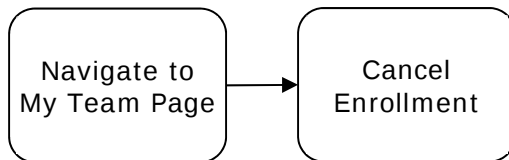


Job Aid: Cancelling Team Member Enrollments

Process

Process flow



Process steps

Step	Action
1. Navigate to Team Enrollments Page	Navigate to: Menu > My Team
2. Cancel Enrollment	- Click the Employee's name link of the desired team member. Result: The Employee's plan window launches. - Click the header Learning & Certifications to view learning details. - To the right of the desired title, click the Drop button. The Drop Registration pop-up window for the selected enrollment displays. - Click the Drop button to confirm cancellation. The enrollment is cancelled and the Confirmation pop-up displays. - Click the X to return to the Employee's plan window. The course is removed from the view. ➤ <i>Note: If there is a cancellation fee, a pop-up window will appear telling you the cost for cancellation. Click Drop or Do Not Drop as desired.</i> ➤ <i>Note: Managers cannot override cancellation penalties. Cancellation fees can only be overridden by registrars or catalog administrators.</i>

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page