

Job Aid: Revoking or Canceling a Team Member's Certification or Curriculum

Core Concepts

Who can revoke a certification?

A learner's manager or people administrator can revoke a certification that is already acquired by a learner. The certification must be in the **Acquired** status.

➡ *Note: A Curriculum cannot be revoked, however, it can be deleted from a learner's plan.*

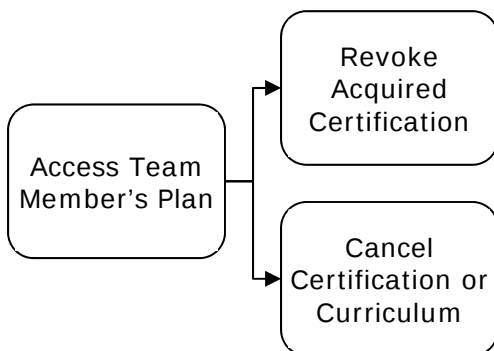
Who can cancel a certification or curriculum? How?

A learner's manager or people administrator can cancel a certification or curriculum that is held by a learner. The certification must be in the **In Progress**, **Assigned** or **Overdue** status.

By default, these privileges are assigned to the superuser, manager and people administrator roles in Saba Cloud.

Process

Process flow



Process steps

Step	Action
1. Access Team Member's Plan	- Navigate to: Menu > My Team - Click the Employee's name link of the desired team member. The employee's Plan window opens. - Click the Learning & Certifications tab.
2a. Revoke Acquired Certification	- Click the Show Filters link. - Select Certification from the Type dropdown list. - Select Acquired from the Status dropdown list. - Click the Apply filters button. - All certification acquired by the learner appear in the search results.

Step	Action
	• In the Actions column, click the down arrow besides Print Certificate and then click the Revoke link. Saba Cloud displays a confirmation message. • Click the Done button. Saba Cloud assigns the certification back to the learner. 🔔 <i>Note: If Curriculum is selected from the Type dropdown list, select Delete from plan in the Actions column.</i>
2b. Cancel Assigned, In-progress, or Overdue Certification or Curriculum	• Click the Show Filters link. • Select Certification from the Type dropdown list. • Select any one of the following statuses from the Status dropdown list: - o In Progress - o Assigned - o Overdue • Click the Apply filters button. The certifications in the selected statuses appear in the search results. • In the Actions column, click the down arrow besides View detail and then click the Cancel link. Saba Cloud displays a confirmation message. • Click the Yes button. • If prompted, provide the cancellation reason and e-signature for auditing purpose. Saba Cloud cancels the learner's certification. 🔔 <i>Note: If Curriculum is selected from the Type dropdown list, select Cancel in the Actions column.</i>

References

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