



**Cancel an enrolment**

# Cancel an enrolment

This guide provides a general overview on how to cancel your enrolment.

For	All users
Last Updated	May 2016 (Version 2.0)
Menu	<a href="#">My Learning</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

*Note: iLearn is customised for your department and therefore the menu and layout of your site may be slightly different to the images in this guide.*

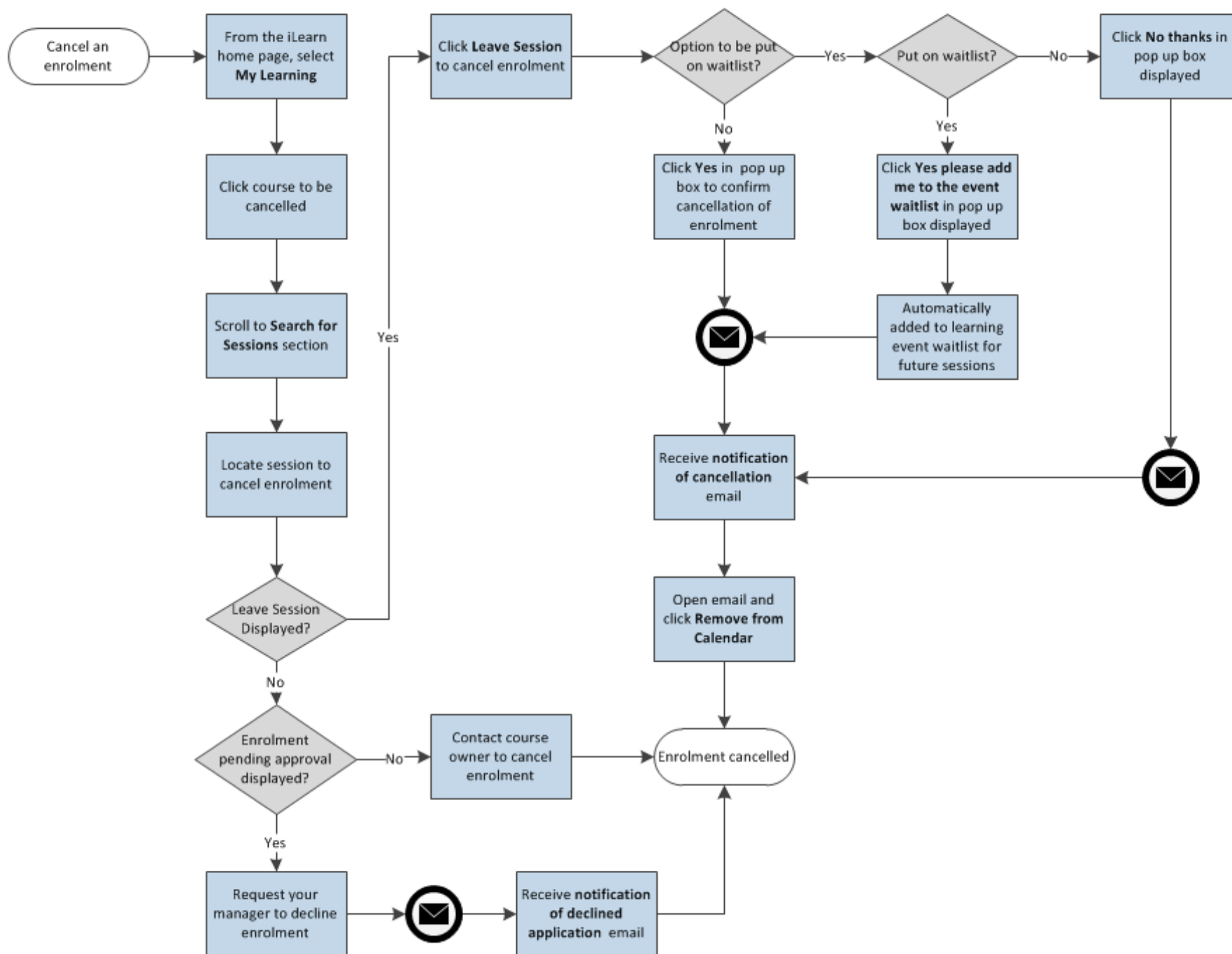
## In this guide:

- **Cancel an enrolment – process flow diagram** **Page 3**
- **Cancel an enrolment – step by step instructions** **Page 4, 5**

## Cancel an enrolment

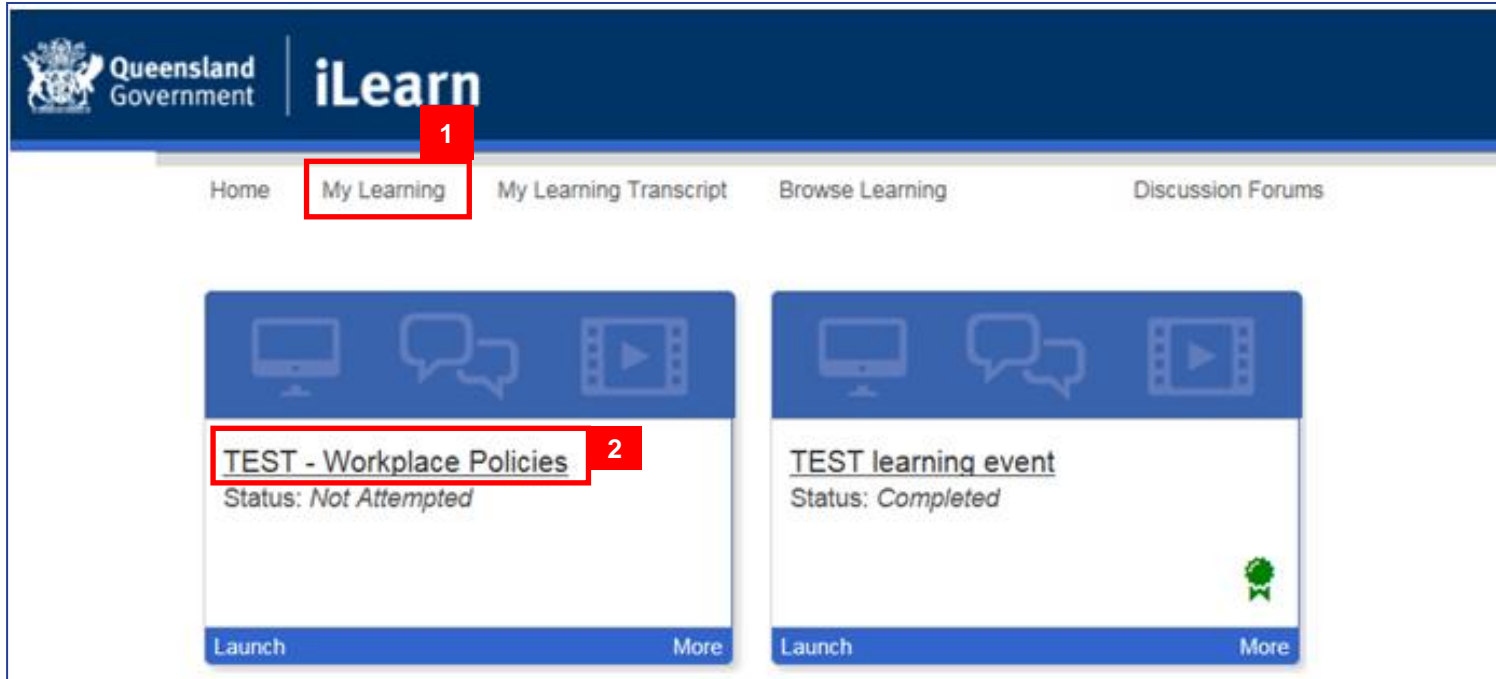
For All users  
Last Updated May 2016 (Version 1.1)  
Department DCCSDS, DATSIP, DPC, NPSR, EHP

**Note: Not all enrolments can be cancelled. If you do not have an option to cancel enrolment, you will need to contact the course owner by viewing the contact details in the course overview.**



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The screenshot shows the iLearn home page with the Queensland Government logo. The 'My Learning' tab is highlighted with a red box and a red '1'. Below the navigation bar, there are two course cards. The first card, 'TEST - Workplace Policies', has its title highlighted with a red box and a red '2'. The second card, 'TEST learning event', is also visible. Both cards have 'Launch' and 'More' buttons at the bottom.

1

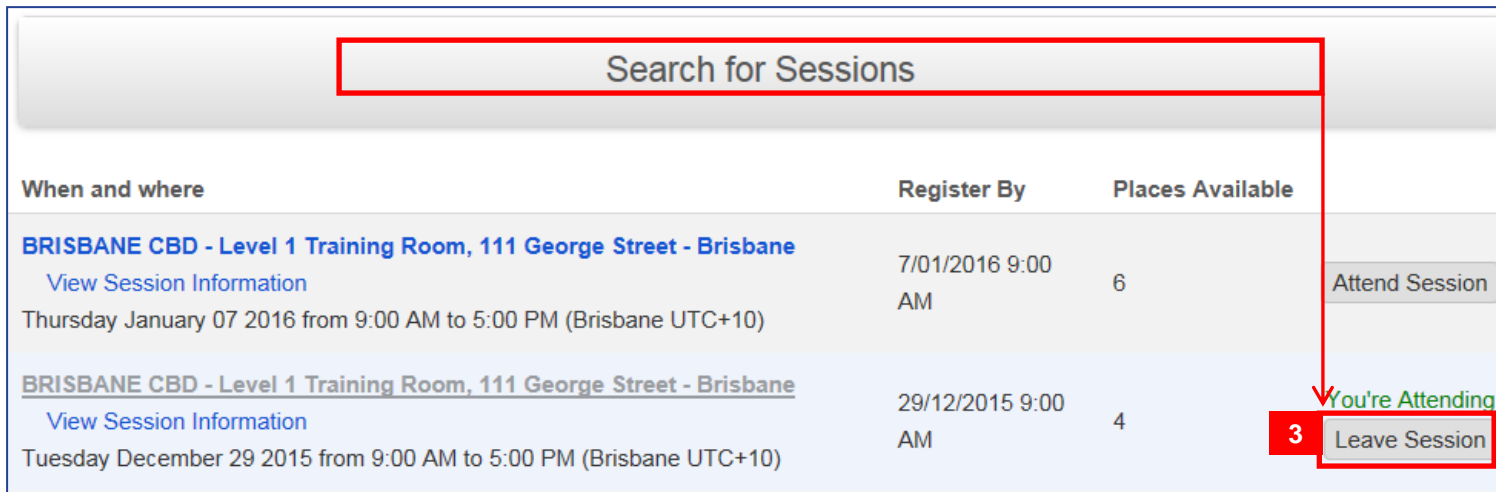
From the iLearn home page, select 'My Learning'.

2

Find the course you want to cancel and click on the name.

3

Scroll down to the 'Search for Sessions' section and click 'Leave session' to cancel your enrolment.



The screenshot shows the 'Search for Sessions' section. A red box highlights the 'Search for Sessions' header. Below it, there is a table with two rows of session information. The first row is for 'BRISBANE CBD - Level 1 Training Room, 111 George Street - Brisbane' with a 'View Session Information' link. The second row is for 'BRISBANE CBD - Level 1 Training Room, 111 George Street - Brisbane' with a 'View Session Information' link. The 'Attend Session' button is visible next to the first row. The 'Leave Session' button is visible next to the second row, highlighted with a red box and a red '3'. A red arrow points from the 'Search for Sessions' header to the 'Leave Session' button.

When and where	Register By	Places Available	
<b>BRISBANE CBD - Level 1 Training Room, 111 George Street - Brisbane</b> <a href="#">View Session Information</a> Thursday January 07 2016 from 9:00 AM to 5:00 PM (Brisbane UTC+10)	7/01/2016 9:00 AM	6	Attend Session
<b>BRISBANE CBD - Level 1 Training Room, 111 George Street - Brisbane</b> <a href="#">View Session Information</a> Tuesday December 29 2015 from 9:00 AM to 5:00 PM (Brisbane UTC+10)	29/12/2015 9:00 AM	4	You're Attending <b>Leave Session</b>

## TIPS

If 'Leave session' is not displayed, contact the course owner to cancel your enrolment: The contact details are usually in the course description.

If 'Pending Approval' is displayed, your manager has not yet approved your enrolment. Contact your manager to decline your enrolment. You will receive an email notification of the declined enrolment application.

## Search for Sessions

When and where	Register By	Places Available	
<b>BRISBANE CBD - Level 1 Training Room, 111 George Street - Brisbane</b> <a href="#">View Session Information</a> Thursday January 07 2016 from 9:00 AM to 5:00 PM (Brisbane UTC+10)	7/01/2016 9:00 AM	6	<a href="#">Attend Session</a>
<b>BRISBANE CBD - Level 1 Training Room, 111 George Street - Brisbane</b> <a href="#">View Session Information</a> Tuesday December 29 2015 from 9:00 AM to 5:00 PM (Brisbane UTC+10)	29/12/2015 9:00 AM	4	<b>You're Attending</b> <a href="#">Leave Session</a>

**Learning Event: TEST - Workplace Policies - iLearn** ✕

Would you like to be added to the event waitlist and emailed when new sessions are made available?

4

[Yes please add me to the event waitlist](#) [No thanks](#)

4

A message may appear giving you the option to be added to the event waitlist for a future session. Click the required option.

### TIPS

An updated Calendar invite will appear in your outlook for the cancelled enrolment. Click **'Remove from Calendar'**.