Cancel an Instructor-Lead Training (ILT) session

1. In the menu bar, open the ILT Admin tab and select Manage Events and Sessions from the dropdown menu.

2. Find the event containing the session using Search All Events. Type keywords into the Event Name field. Select Search.

3. Select the View Session icon under Options for the event.

4. Find the session to be cancelled. Select the Cancel Session icon in the Options column.

5. A Cancel Session screen will open.

6. In the Session Cancellation Options section, select the Please Select a Reason drop-down menu button.
   - If Other is chosen, type the reason in the Additional Comments: textbox:

7. Select the Submit button. This session should no longer be visible as an active session.