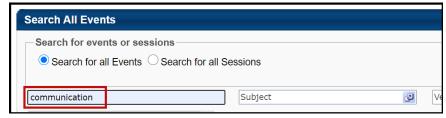


## Cancel an Instructor-Lead Training (ILT) session

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



## Additional Comment:

This is an example comment outlining the reason the session was cancelled.

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

Submit

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