



Cancel an Instructor-Led Training (ILT) session

1. From the menu, select **ILT Admin** and then select **Manage Events & Sessions**.
2. Find the event containing the session using Search for all Events. Type keywords into the **Event Name** field. Select **Search**.



Search for all Events Search for all Sessions

communication Subject

or search for sessions directly by using locator number

3. Select the **View Session** link beside the event.
4. Find the session to be cancelled. Click the three dots under the **Options** column and select **Cancel Session**.
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.



Please select a reason

Other

Other

DOA Director Ordered

Duplicate/Entered in Error

Inclement Weather

Low Enrollment

Senior Management Choice

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.

