Facilitator: Drop or Reschedule a Learner’s Scheduled Offering Using the Certification

Use this process to use the Certification to drop or reschedule a Learner’s schedule offering.

1. Click the **Admin** Icon.
2. Click the **People** Tab.
3. Click **Learning** in the left navigation.
4. Click **Certifications**.

5. Enter Search Criteria into the page **Search Fields**.
   - Enter Last name, first name or UMID into appropriate Search Fields to **bring up an individual**
   - Enter Manager name or Organization Code into the Search Fields to **bring up an associated list**

6. Click **Search**.
7. Click **View Certifications** in Search Results.

8. Click the **Certification Name**.

9. Once in the certification, locate the course you need to remove from the learner.

10. Click **Drop**.

   **Note:** If the option “Mark Complete” is visible, **DO NOT select it.** The action is tracked.

11. Click **Drop** on the Drop Course page.
12. The system returns you to the Learner Certification page for rescheduling.

<table>
<thead>
<tr>
<th>Required Courses and Tests</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion Requirement: 4 of 4 Learning Items Required</td>
<td>Status: Not Completed</td>
</tr>
<tr>
<td>Progress: 0 of 4 Learning Items Completed</td>
<td>Course</td>
</tr>
</tbody>
</table>