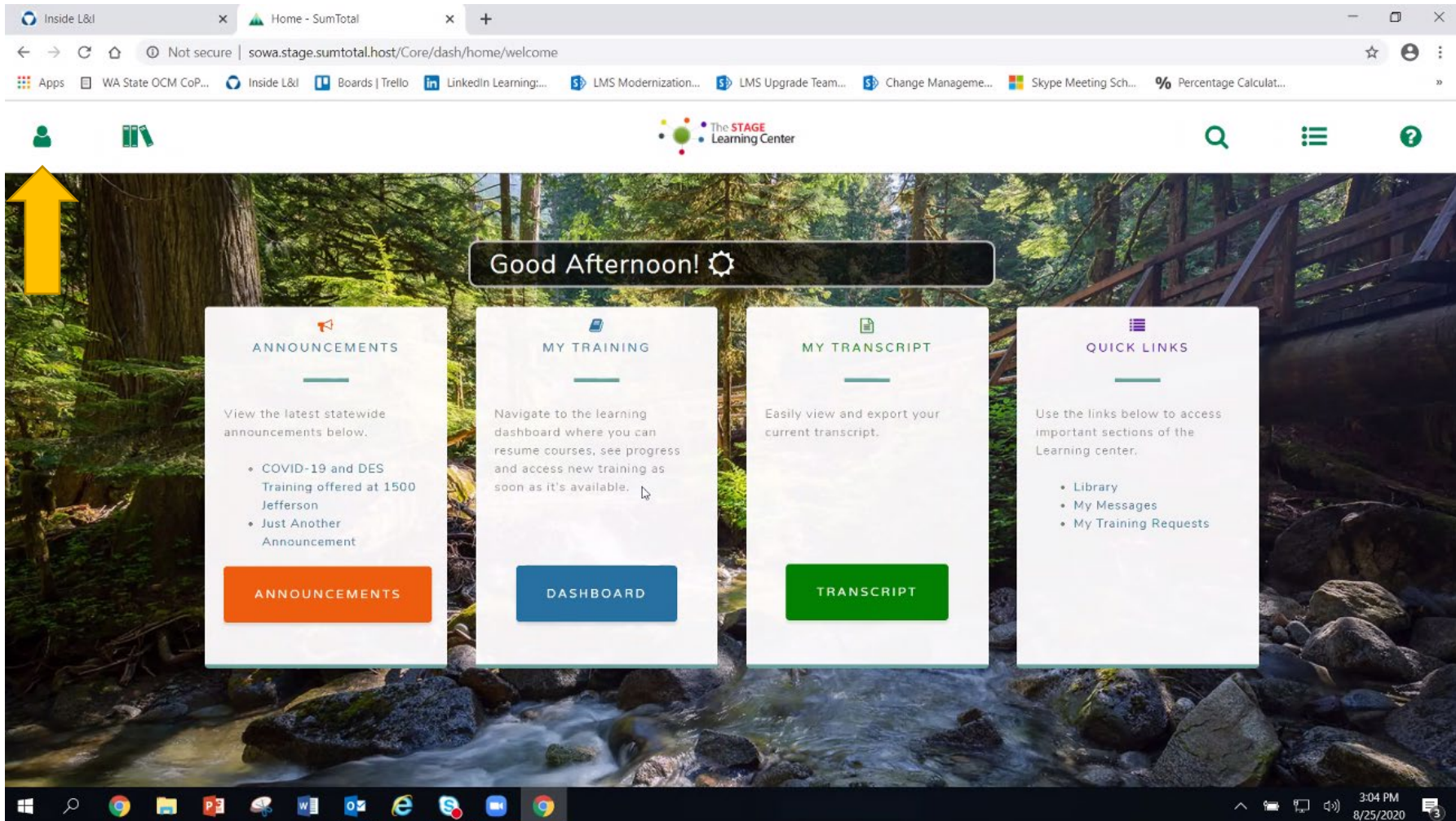


How to View and Cancel Registered Classes

Click on the **Self** icon on the home page.



The screenshot shows a web browser window displaying the Washington State Learning Center dashboard. The browser's address bar shows the URL `sowa.stage.sumtotal.host/Core/dash/home/welcome`. The dashboard features a header with the logo and navigation icons. A yellow arrow points to the 'Self' icon (a person silhouette) in the top left navigation bar. Below the header, a 'Good Afternoon!' greeting is displayed. The main content area contains four white panels: 'ANNOUNCEMENTS', 'MY TRAINING', 'MY TRANSCRIPT', and 'QUICK LINKS'. Each panel has a title, a brief description, and a list of items. The 'MY TRAINING' panel includes a blue 'DASHBOARD' button, and the 'MY TRANSCRIPT' panel includes a green 'TRANSCRIPT' button. The Windows taskbar at the bottom shows the time as 3:04 PM on 8/25/2020.

Inside L&I x Home - SumTotal x +

Not secure | sowa.stage.sumtotal.host/Core/dash/home/welcome

Apps WA State OCM CoP... Inside L&I Boards | Trello LinkedIn Learning... LMS Modernization... LMS Upgrade Team... Change Managemen... Skype Meeting Sch... % Percentage Calculat...

The **STAGE** Learning Center

Good Afternoon! ⚙️

ANNOUNCEMENTS

View the latest statewide announcements below.

- COVID-19 and DES Training offered at 1500 Jefferson
- Just Another Announcement

ANNOUNCEMENTS

MY TRAINING

Navigate to the learning dashboard where you can resume courses, see progress and access new training as soon as it's available.

DASHBOARD

MY TRANSCRIPT

Easily view and export your current transcript.

TRANSCRIPT

QUICK LINKS

Use the links below to access important sections of the Learning center.

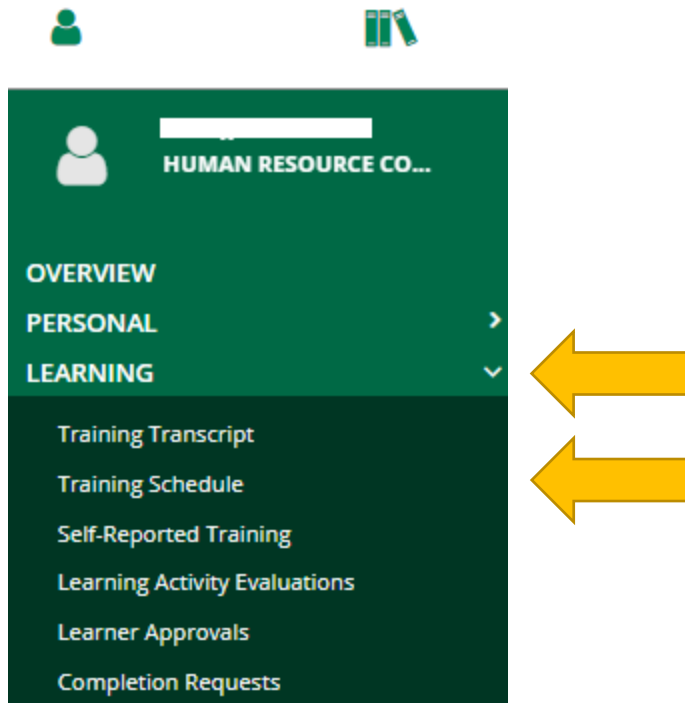
- Library
- My Messages
- My Training Requests

3:04 PM 8/25/2020

Clicking the “Self” icon provides you an expanded menu consisting of Overview, Personal and Learning.

Click on “Learning” to expand the menu under it.

Then **click on “Training Schedule.”**



VIEW REGISTERED CLASSES

After clicking on “Training Schedule” from the expanded menu, you are directed to the page below.

The page titled, “Training Schedule” allows you to view:

- current/upcoming activities you are registered for
- activities you have expressed interest in
- completed activities
- canceled activities
- activities that are on the waiting list and pending approval

The screenshot shows the 'Training Schedule' page in the Administrator Dashboard. The page title is 'TRAINING SCHEDULE' and it includes a search bar and several filter tabs: 'CURRENT/UPCOMING', 'EXPRESSED INTEREST', 'COMPLETED', 'CANCELED', and 'WAITING LIST OR PENDING APPROVAL'. Below the filters, there are action buttons for 'Export To Excel', 'Print', 'Cancel Registration', and 'View Calendar'. A table displays the training activities, with one entry visible: 'Brand Management for Social Media and Wireless Technologies' (Online Course) with a status of 'REGISTERED' and code 'mkt_03_a04_bs_enus'. The left sidebar contains a navigation menu with 'LEARNING' expanded to show 'Training Schedule' as the selected option.

Administrator Dashboard / Training Schedule

TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

Search ...

CURRENT/UPCOMING EXPRESSED INTEREST COMPLETED CANCELED WAITING LIST OR PENDING APPROVAL

ALL ONGOING ACTIVITIES UPCOMING ACTIVITIES FIXED DURATION ACTIVITIES COMPLETION REQUESTED ACTIVITIES

Export To Excel Print Cancel Registration View Calendar

<input checked="" type="checkbox"/>	Activity Name ^	Status	Code ↕	Region ↕	Start Date ↕
<input checked="" type="checkbox"/>	Brand Management for Social Media and Wireless Technologies Online Course	REGISTERED	mkt_03_a04_bs_enus		

HUMAN RESOURCE CO...

OVERVIEW
PERSONAL
LEARNING

- Training Transcript
- Training Schedule
- Self-Reported Training
- Learning Activity Evaluations
- Learner Approvals
- Completion Requests
- Training Plans
- Training Analysis
- My Observation Checklists
- Observer Checklists

The STAGE Learning Center

CANCEL A CLASS

Click on the **box** next to the title of the class you want to cancel.

Then **click on the “Cancel Registration” button**.

The screenshot displays the 'TRAINING SCHEDULE' page. On the left is a dark green sidebar with navigation options: OVERVIEW, PERSONAL, and LEARNING. The main content area shows the 'Administrator Dashboard / Training Schedule' path and a search bar. Below the search bar are tabs for activity status: CURRENT/UPCOMING, EXPRESSED INTEREST, COMPLETED, CANCELED, and WAITING LIST OR PENDING APPROVAL. Under 'CURRENT/UPCOMING', there are sub-tabs: ALL, ONGOING ACTIVITIES, UPCOMING ACTIVITIES, FIXED DURATION ACTIVITIES, and COMPLETION REQUESTED ACTIVITIES. A toolbar contains 'Export To Excel', 'Print', 'Cancel Registration', and 'View Calendar'. A table lists training activities with columns: Activity Name, Status, Code, Region, and Start Date. One activity is listed: 'Brand Management for Social Media and Wireless Technologies' (Online Course) with a 'REGISTERED' status. Two yellow arrows highlight the 'Cancel Registration' button and the class entry.

Activity Name	Status	Code	Region	Start Date
Brand Management for Social Media and Wireless Technologies Online Course	REGISTERED	mkt_03_a04_bs_enu		

After clicking on the “Cancel Registration” button you are directed to the page titled, “Cancellation Confirmation.”

Click on the “Select All” box on the left side of the screen.

The page will refresh itself and will present the page with a check mark on the “Select All” box.

Click on the “Confirmed Cancellation” button.

The screenshot displays the 'CANCELLATION CONFIRMATION' page. On the left is a dark green sidebar with a user profile icon and the text 'HUMAN RESOURCE CO...'. Below this are menu items: OVERVIEW, PERSONAL, LEARNING, Training Transcript, Training Schedule, Self-Reported Training, Learning Activity Evaluations, Learner Approvals, Completion Requests, Training Plans, Training Analysis, My Observation Checklists, Observer Checklists, Form-Based Approval Requests, and Observers. The main content area has a breadcrumb 'Administrator Dashboard / Training Schedule' and a heading 'CANCELLATION CONFIRMATION'. Below the heading is explanatory text: 'Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page. Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.' Below this text are two summary items: 'Total cancellation cost of the activities: 0' and 'Total value of refunds: 0'. A 'Select All' checkbox is present and is highlighted by a yellow arrow. Below this is a table with one row: 'Online Course' (REGISTERED), 'Brand Management for Social Media and Wireless Technologies', 'Actual Price: 0.00 USD', 'Cancellation Fee: 0.00 USD', 'Refund: 0.00 USD', and 'Cancellation fee'. The ID 'mkt_03_a04_bs_enus' is shown to the right. At the bottom right are two buttons: 'BACK' and 'CONFIRM CANCELLATION', with a yellow arrow pointing to the latter.

After clicking on the “Confirm Cancellation” button, the page will refresh itself and you will be directed back to the “Training Schedule” page.

Take note, the class is no longer on the list.

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1