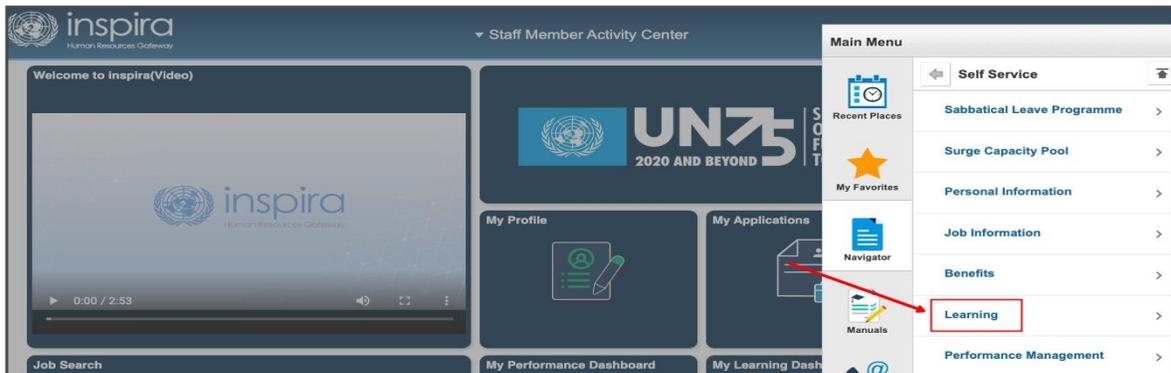# Instructions to cancel (drop)
a course registration in inspira.un.org

Secretariat Staff Members – Internal Learners
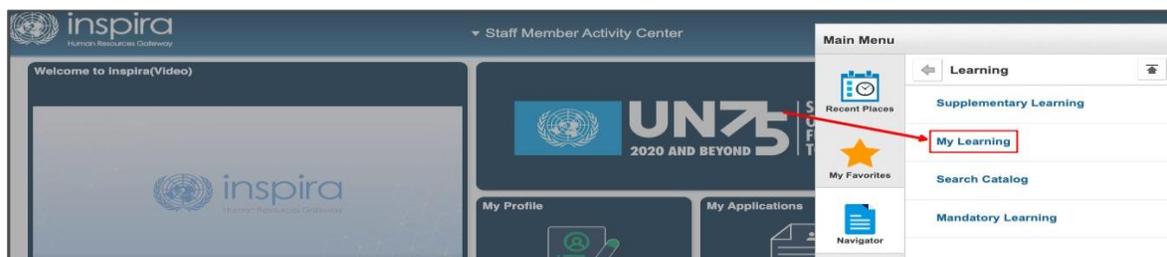
1. Log in to your Inspira account.
2. Click on "Main menu" on the top right corner.
3. Click on "Self Service".

4. Click on "Learning"

5. Click on "My Learning".

6. Under the list of "My learning activities", find the course you want to drop and click on "**Drop**".

7. Your course has been dropped.