

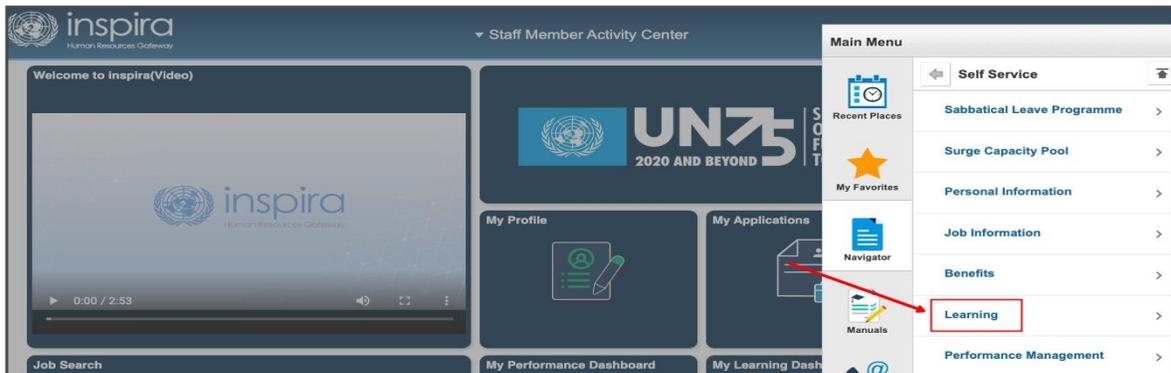
Instructions to cancel (drop) a course registration in inspira.un.org

Secretariat Staff Members – Internal Learners

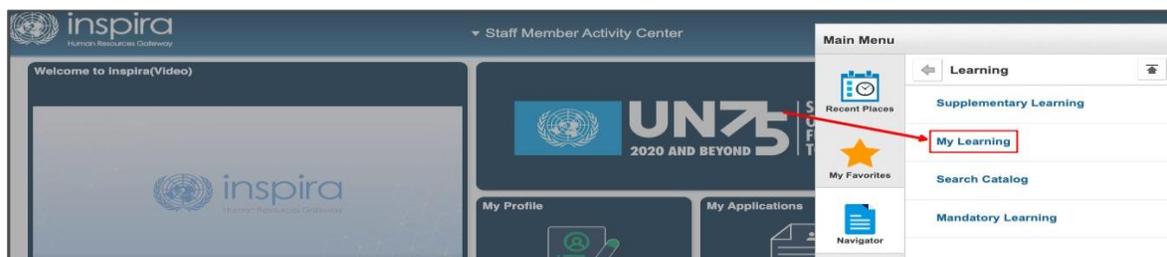
1. Log in to your Inspira account.
2. Click on “Main menu” on the top right corner.
3. Click on “Self Service”.



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”.

The screenshot shows the Inspira Human Resources Gateway interface. At the top, there is a navigation bar with the Inspira logo and the text 'Human Resources Gateway'. Below the navigation bar, there is a header section with a search bar and a 'Main Menu' button. The main content area displays a table of learning activities. The table has columns for Title, Type, Status, Date, Action, Start, Pending Fee, and Document. A red arrow points to the 'Drop' button in the 'Action' column for the course 'Applying Principles of Content-Based Language Instruction to Online Course Design'.

Title	Type	Status	Date	Action	Start	Pending Fee	Document
Online Community-building in Unite Connections	Live Classroom Instruction	Enrolled	2014/09/08				
Minutes Writing Online	Virtual Classroom Instruction	Waitlisted	2016/04/22				
Redacción eficaz: Cohesión de ideas	Virtual Classroom Instruction	Dropped	2017/09/27				
Como usar el español de forma inclusiva en cuanto al género	Virtual Classroom Instruction	Dropped	2018/11/12				
Managing and Building Capacity Through Online Learning	Self-Paced Learning Activities	Dropped	2017/10/24				
LPE ONLINE (autoaprendizaje): Comprensión oral y Vocabulario	Self-Paced Learning Activities	In-Progress	2019/04/25				
Applying Principles of Content-Based Language Instruction to Online Course Design	Live Classroom Instruction	In-Progress	2017/12/08	Drop			
...	Self-Paced						

7. Your course has been dropped.