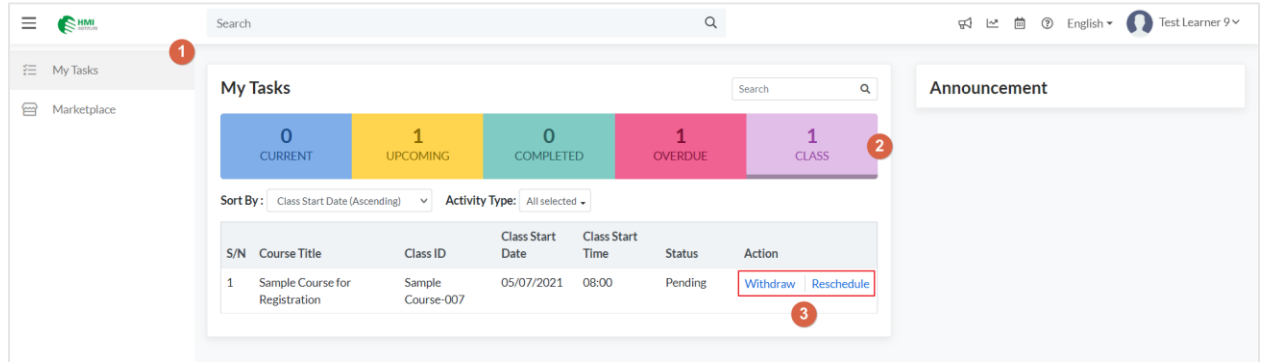


How to Cancel or Reschedule my class?

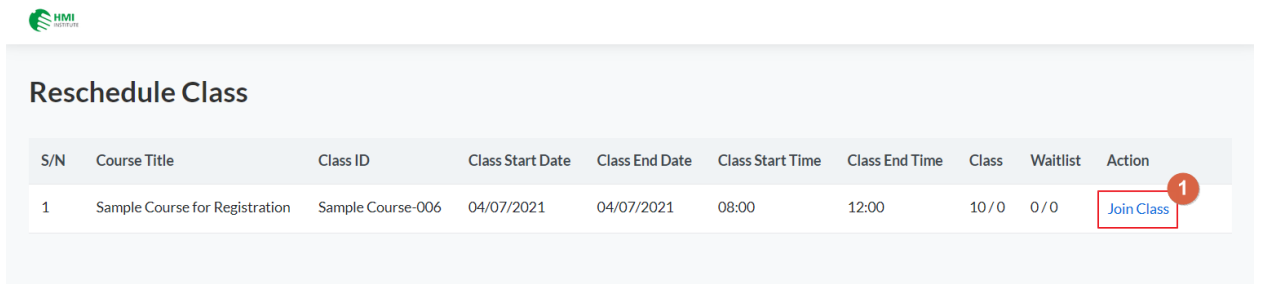
- a) Login with your UserID and Password
- b) Access My Task> Class tab. Click **Withdraw** to cancel class or **Re-schedule** to change to another available class/time.



The screenshot shows the 'My Tasks' dashboard with a progress bar and a table of tasks. A red box highlights the 'Withdraw' and 'Reschedule' buttons in the 'Action' column of the table.

S/N	Course Title	Class ID	Class Start Date	Class Start Time	Status	Action
1	Sample Course for Registration	Sample Course-007	05/07/2021	08:00	Pending	Withdraw Reschedule

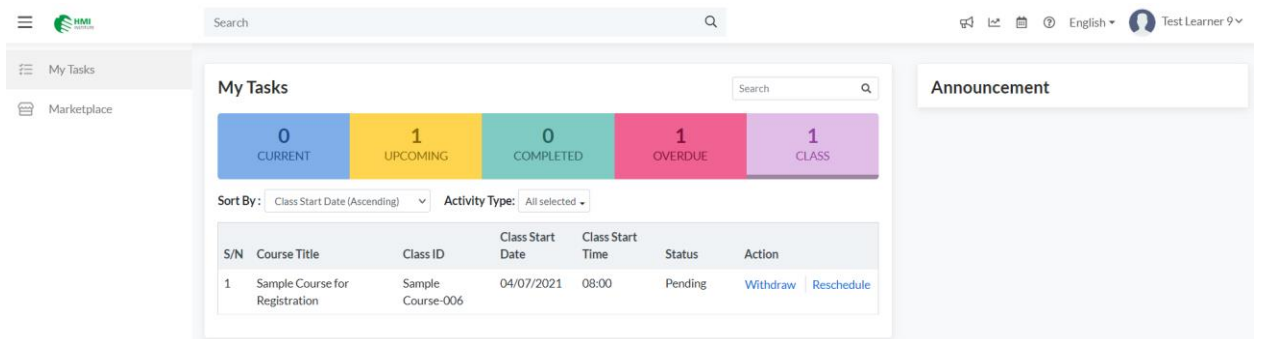
- c) To reschedule, locate the class you wish to reschedule to and click **Join Class** if there are available vacancy.



The screenshot shows the 'Reschedule Class' page with a table of classes. A red box highlights the 'Join Class' button in the 'Action' column of the table.

S/N	Course Title	Class ID	Class Start Date	Class End Date	Class Start Time	Class End Time	Class	Waitlist	Action
1	Sample Course for Registration	Sample Course-006	04/07/2021	04/07/2021	08:00	12:00	10/0	0/0	Join Class

- d) Class is now successfully rescheduled.



The screenshot shows the 'My Tasks' dashboard after the class has been rescheduled. The table now shows the updated class details.

S/N	Course Title	Class ID	Class Start Date	Class Start Time	Status	Action
1	Sample Course for Registration	Sample Course-006	04/07/2021	08:00	Pending	Withdraw Reschedule

Note: Class can only be withdrawn or rescheduled before Class Registration End Date for existing class.