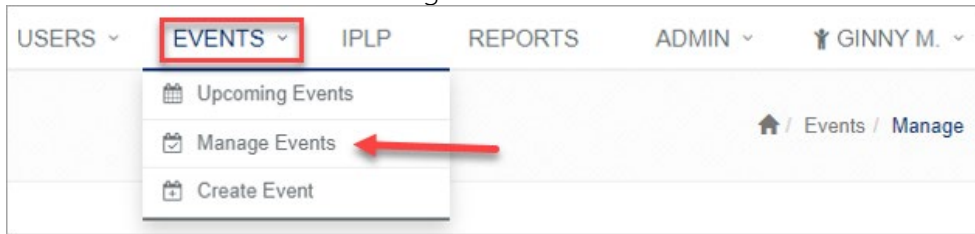


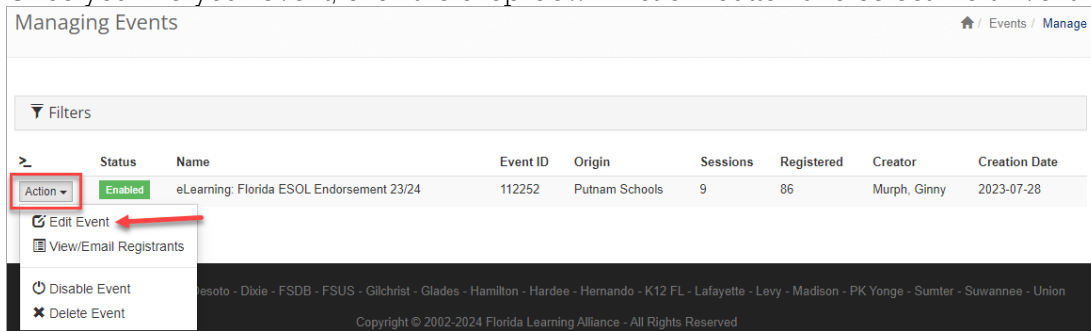
Unenrolling Users



1. Click on 'Events' and then 'Manage Events.'



2. Once you find your event, click the drop-down 'Action' button and select 'Edit Event.'



3. Locate the session the user is enrolled in. Click the drop-down 'Action' button and select 'Unenroll Users.'



4. A list of users who **DO NOT** have a component assigned will populate on the next page. If a user has a component assigned, you must unassign it before the user will appear on the list. From this list, you can select the user(s) you wish to unenroll by clicking the box next to their names and click 'Unenroll Selected Users.'

