How Do I Cancel or Change My Instructor-Led Training, Seminar, or Webinar Registration?

The following steps are necessary for both canceling and changing your registration. If you would like to change your registration to a different date, you will first have to cancel your registration and then navigate back to the course landing page to register for a new session. You can find the course landing page link in your email (the same link from Step 1 below) or on transformation.gatech.edu/training.

Step 1: In your registration confirmation email there is a link for you to navigate back to the registration page to cancel your session.

Step 2: When you select the link, you will be brought back to the page where it shows the session that you registered for. Select on "More Info" on the right of the session. For example, this is the page you would see if you registered for a MSS: Time and Absence Transactions webinar session on March 11:
Step 3: You will be redirected to the following page: where the cancel booking link is at the bottom left:

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**Session Room or Link**

- Session date/time: March 11, 2020, 9:00 AM – March 11, 2020, 11:00 AM
- Seats available: 98!
- Duration: 2 hours
- Details: WebEx Links:
  
  https://gatech.webex.com/gatech/ontime/g.php?MTID=e686d8951509b9f17bdec9821be3709

  Please click on the WebEx link above to join the webinar session 10 minutes before the scheduled time, and ensure that you select "Join from your browser" for the best experience.

  What to prepare:
  - Please make sure you have Internet connection to log into the webinar.
  - Please test your headphone prior to the webinar to make sure you can hear the session.

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Step 4: After cancelling your booking, you should receive an email with the cancellation notification.