How to UnRegister for Workshops

1. From the Faculty Development website (https://
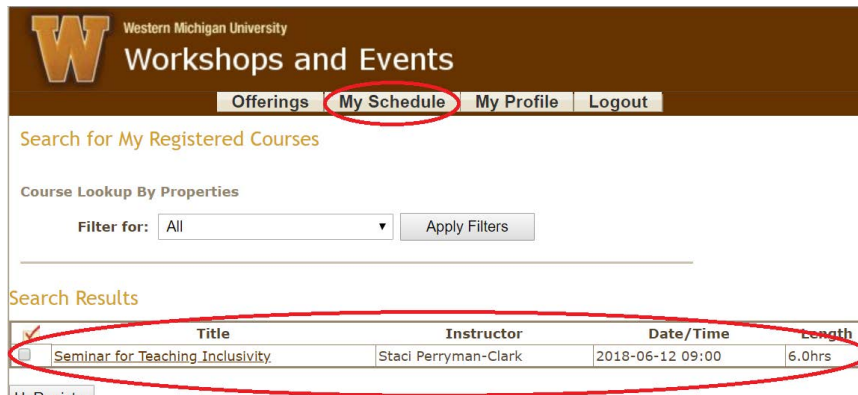wmich.edu/facultydevelopment) Click on the REGISTER FOR
WORKSHOPS link.
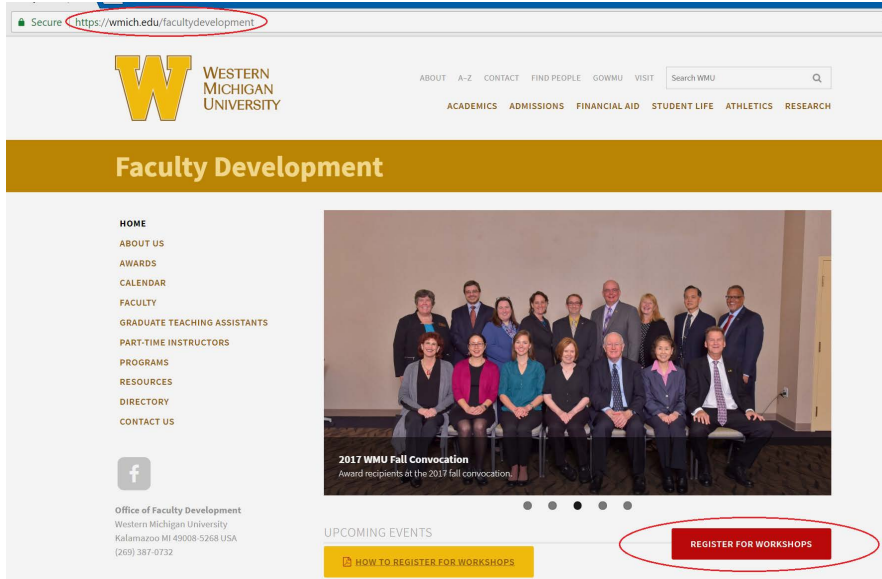
2. Sign in with your Bronco NetID and password.
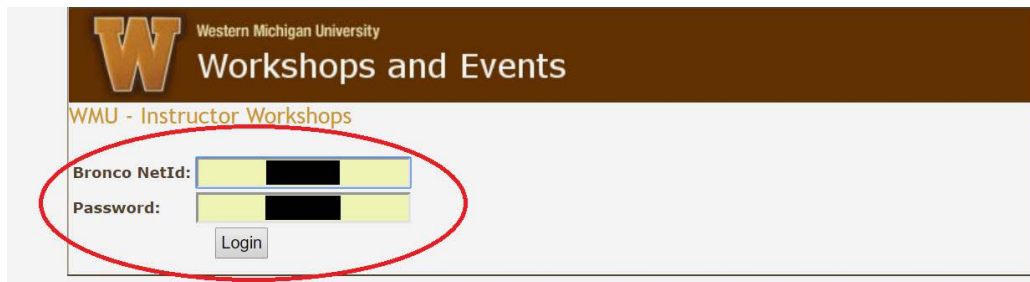
3. Click on "My Schedule" and verify the Workshop or Event
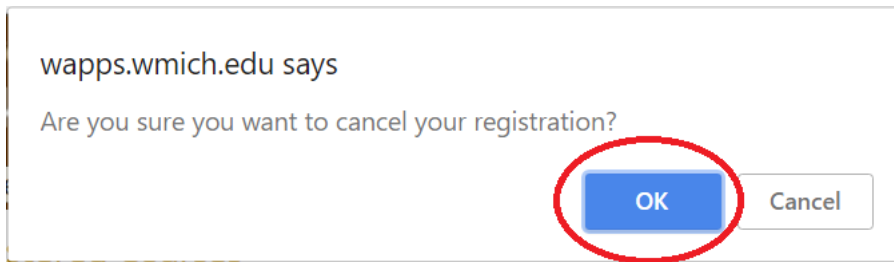you wish to UnRegister is there. If it is not, you are already
UnRegistered.

4. Click the box next to the Workshop or Event you wish to UnRegister. Then click the "UnRegister" button.
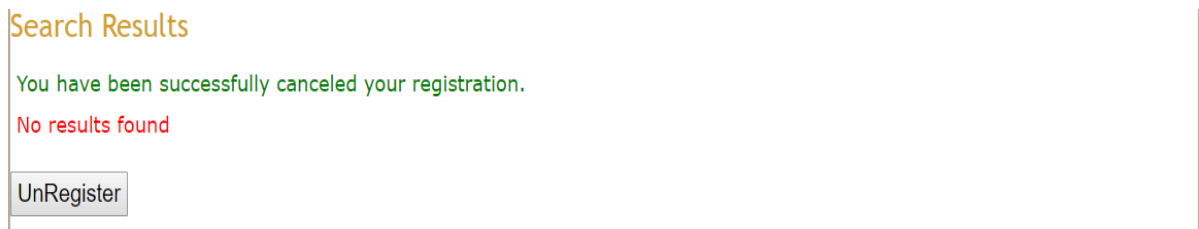
Search Results

Title	Instructor	Date/Time	Length
Seminar for Teaching Inclusivity	Staci Perryman-Clark	2018-06-12 09:00	6.0hrs

UnRegister

5. Click "OK" in the dialog box to confirm your UnRegistration.

wapps.wmich.edu says

Are you sure you want to cancel your registration?

OK   Cancel

6. The "My Schedule" tab should no longer display the UnRegistered Workshop or Event.

Search Results

You have been successfully canceled your registration.
No results found

UnRegister

7. You should also receive a confirming email.

Workshop cancelation confirmation.

WMU Office of Faculty Development
Today, 10:13 AM

You Workshop session "Seminar for Teaching Inclusivity" holding at 06/12/2018 09:00 has been canceled.