

Un-Enroll from an Activity

If you are unable to attend a registered activity, please use Professional Development Reporter to **unenroll** from the event.

After logging into Professional Development Reporter, click the button to **“Register for an Activity.”**

A button with a light gray background and rounded corners, containing the text "Register for an Activity" in a dark gray font.

In the **Registered Activities** list, click the **“Select”** button next to the activity for which you wish to unenroll. Then on the next screen, click the button to **“Unenroll from this Event”** at the bottom of the page.

A button with a light gray background and rounded corners, containing the text "Unenroll from this Event" in a dark gray font.

You will be returned to the “Register for an Activity” page, and the enrolled event will now be removed from your list of **Registered Activities**.