Cancel registration for a PeopleSoft training course:

1. Go to [https://campusedge.utep.edu/login](https://campusedge.utep.edu/login).
2. You will be prompted to login to Campus Edge using your UTEP username and password.
3. From the Campus Edge homepage click on the “My Events” tab.
4. Select “My Registered Events”
5. You will then see a page with all your registered events. Click on the class that you want to cancel.
Cancel registration for a PeopleSoft training course:

6. Click on the “Cancel Registration” button. The page will load and you will receive an e-mail notification regarding your cancellation.

7. If you saved the course to your Outlook calendar, make sure to delete the appointment. To do this, open the event on your Outlook calendar and select the “delete” button.