Cancel registration for a PeopleSoft training:

1. Go to UTEP PeopleSoft Training Calendar.
2. Select the class you previously registered and now want to unsubscribe from and click the Register link.
3. Login using your UTEP credentials.
4. If you registered for the class you will see the class details, click Cancel Registration to proceed with the cancellation. The page will load and you will receive an e-mail notification regarding your cancellation.
5. 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 option.