Request Drop from Public Registration Site

2. Login using username and password

![Login](image)

3. Select My Enrollment History from options on left side of screen

![My Enrollment History](image)

4. Find the program you wish to be dropped from and click Request Drop. If the program you wish to be dropped from does not appear within My Enrollment History, please skip ahead to step 7.

![Program](image)

5. Select applicable drop reason OR enter unique details within Other field. Then click Submit for your request to be sent to our registration team for review.

![Drop Request](image)

6. You can check the status of your drop request by viewing the My Enrollment History page.

![Program Status](image)

If you performed the drop request, your process is complete. Otherwise, continue to Step 7
NOTE: Steps 7-12 only apply if your program was not shown on the My Enrollment History page

7. If your program was not shown under My Enrollment History, select My Conference History

8. Find the program you wish to be dropped from and click on the program name

9. The direct program registration page will appear. Login using your username and password

10. Select Cancel your registration from the list of available options

11. Select applicable drop reason OR enter unique details within Other field. Then click Submit for your request to be sent to our registration team for review.

12. You can check the status of your drop request from the main program landing page upon login