Changing a Registration

Go to the registration website

Click the sign in button and sign into your account. Click the Registration History/Certificates link in the left hand navigation bar.

Find the session for which you would like to change dates. Click the Change Registration link.

A page will display information about changing your registration. Note that you are only able to change to another session of equal value on another date. Click the radio button next to the session you want to change to and click Change Registration.
A confirmation will be displayed.

You can return to Registration History and return to the previous session without charge as long as the session is not within 7 days of the event.
Please note: If you select to cancel your registration from the Registration History link, you will see the following page:

Registration History - Cancel Registration

This is the registration cancellation page. Please read the message below before continuing.

You are currently registered for:

**Web Design for Distance Educators**
In this two day session, you will learn techniques and design principles that will improve your web materials for online instruction. The training will include advanced concepts in alignment, proximity, organization, and structure of materials, student management, and group techniques. Incorporation of Web 2.0 tools and instructional strategies will make this a must for distance educators.

**Session ID:** 26715  
**Fee:** $100.00  
**Start Date:** 8/20/2014 at 8:00 AM  
**Location:** Administration, RM 201

By clicking on ‘Cancel Registration’, you will be removed from the session listed above. Depending on your payment status and the number of days before this session, you may be eligible for a refund. For more information please contact Registration Services.

[Cancel Registration]  [Previous Page]

If there is a fee for the session, a warning will be displayed that asks if you are sure you want to cancel. A cancellation fee will be charged.