

To drop a certification course

Note:

If you enrolled in a course more than six months ago, we strongly recommend that you drop the course and re-enrolled. Courses are updated regularly and it will be in your best interest to get certified in the latest version.

<p>1. Logon at www.igainstitute.com.</p>	
<p>2. Enter your username and password.</p>	
<p>3. Select Enrolled Courses and click Submit.</p>	

<p>4. On the <i>Enrolled Courses</i> page, find the course you want to drop and click the Drop button next to its name.</p> <p>You can always re-enroll in the course.</p>	<p>The screenshot shows the 'Enrolled Courses' page for user Ana Velazquez. It features a 'Web-based' section with a table of courses. The 'Drop' button for the 'Checkout Operator' course is highlighted with a red box. The table includes columns for 'Course', 'Start', and 'Drop'.</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Start</th> <th>Drop</th> </tr> </thead> <tbody> <tr> <td>Checkout Operator</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>Reserve Clerk</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>Grocery Stocker</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>Bakery Clerk</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>Customer Service and Professionalism</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>Non-Alcoholic Beverages Department</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>Ordering</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>5-Star Assessment Program Tutorial</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>Welcome to Web-Based Training for Managers</td> <td>Start</td> <td>Drop X</td> </tr> <tr> <td>NY Food Safety and Sanitation - FF00040</td> <td>Start</td> <td>Drop X</td> </tr> </tbody> </table>	Course	Start	Drop	Checkout Operator	Start	Drop X	Reserve Clerk	Start	Drop X	Grocery Stocker	Start	Drop X	Bakery Clerk	Start	Drop X	Customer Service and Professionalism	Start	Drop X	Non-Alcoholic Beverages Department	Start	Drop X	Ordering	Start	Drop X	5-Star Assessment Program Tutorial	Start	Drop X	Welcome to Web-Based Training for Managers	Start	Drop X	NY Food Safety and Sanitation - FF00040	Start	Drop X
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<p>5. Click OK in the drop confirmation window.</p>	<p>The screenshot shows a confirmation dialog box titled 'Microsoft Internet Explorer'. The message reads: 'Are you sure you want to drop this course?'. There are 'OK' and 'Cancel' buttons at the bottom.</p>																																	
<p>6. Click Return to go back to the <i>Enrolled Courses</i> page.</p>	<p>The screenshot shows a message box with a blue header that says 'Class is Dropped'. The main text reads: 'Your enrollment for Checkout Operator has been dropped.' There is a 'Return' button at the bottom.</p>																																	