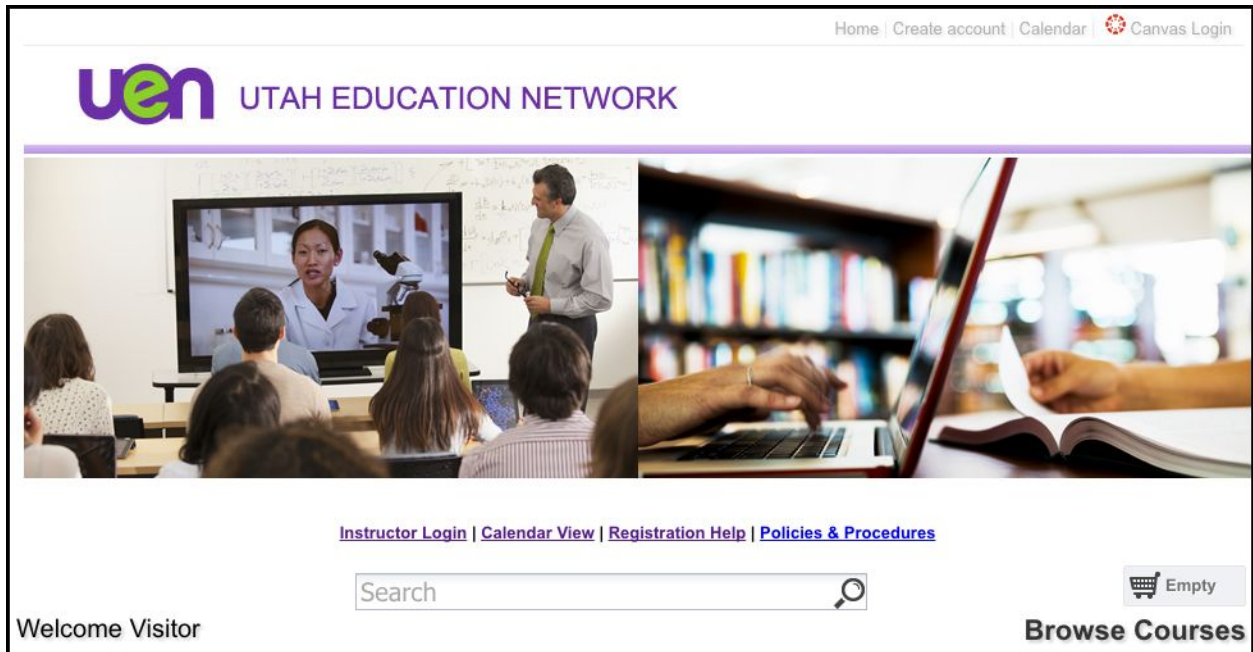



# Cancel a Course Enrollment


(1) Navigate to [uen.gosignmeup.com](http://uen.gosignmeup.com)




Home | Create account | Calendar |  Canvas Login

**uen** UTAH EDUCATION NETWORK

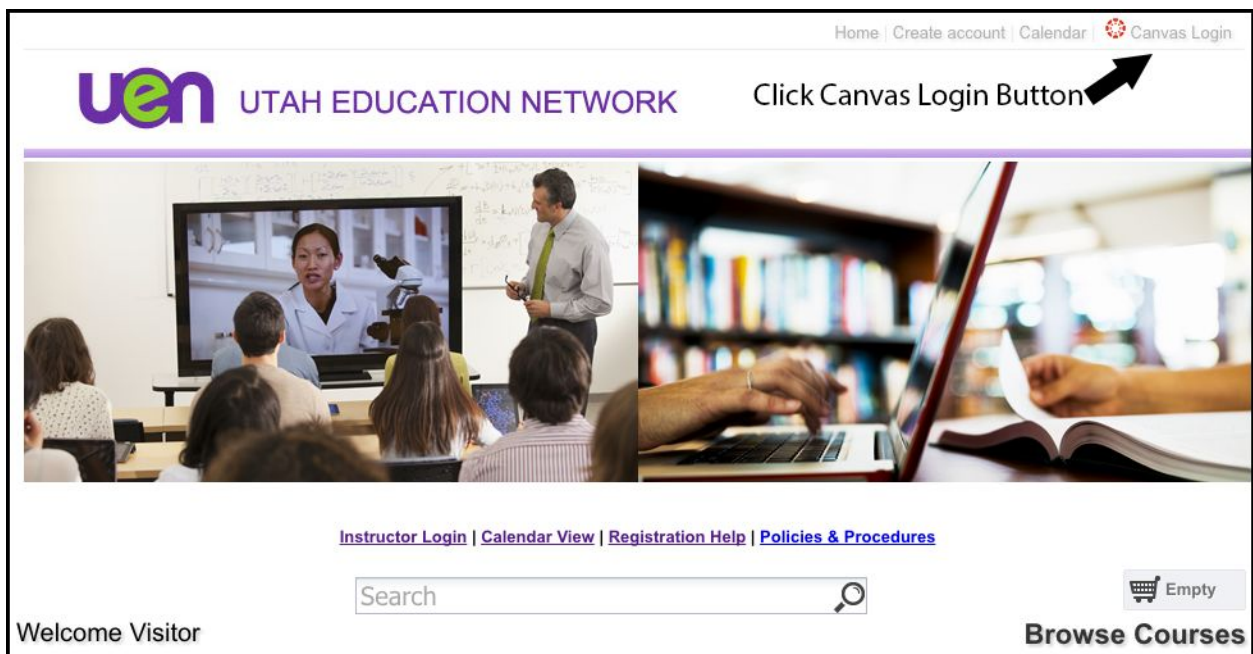
[Instructor Login](#) | [Calendar View](#) | [Registration Help](#) | [Policies & Procedures](#)


Search 


Welcome Visitor  Empty

**Browse Courses**


(2) Login to your account by clicking on the Canvas Login button




Home | Create account | Calendar |  Canvas Login

**uen** UTAH EDUCATION NETWORK Click Canvas Login Button 

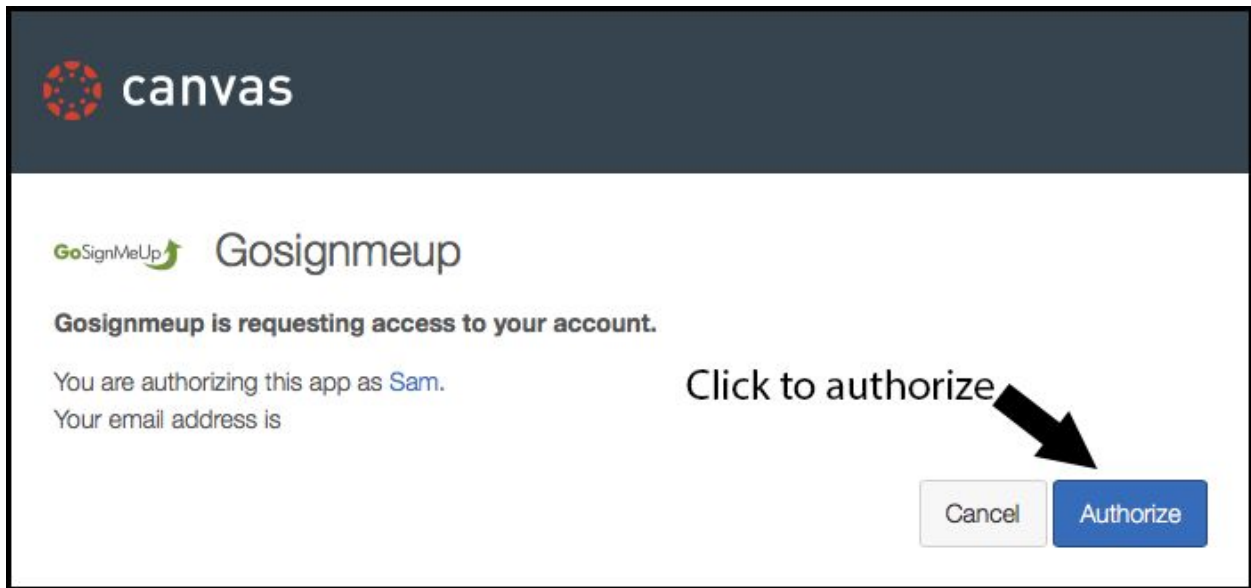
[Instructor Login](#) | [Calendar View](#) | [Registration Help](#) | [Policies & Procedures](#)

Search 

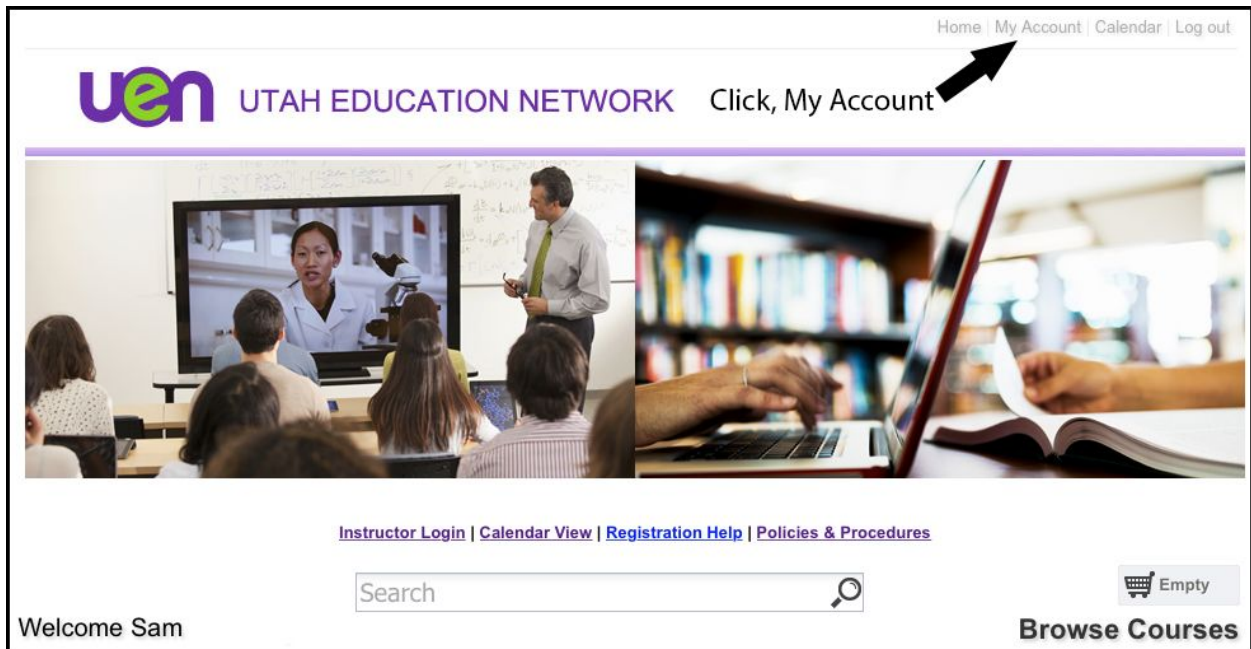
Welcome Visitor  Empty

**Browse Courses**

(3) Authorize GoSignMeUp to use your Canvas Login



(4) Click "My Account"



(5) Navigate to course list. Using drop down select “Cancel Course”

Home | My Account | Calendar | Log out

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**uen** UTAH EDUCATION NETWORK

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Empty

Welcome Sam You are currently enrolled in 1 class .

[Browse Courses](#)

**Student Information**

First Name \* : Sam  
Last Name \* :  
E-mail Address \* :  
Username: (Your email address will be your username)  
Phone Number \* :  
School District/Organization \* : Utah Education Network  
School Name:

**Received Email**

Search

Page 1 of 3 | Displaying 1 - 5 of 14

Date	Subject	
04/25/2016	UEN Enrollment Confirmation	
03/09/2016	Course Cancelled	
02/25/2016	UEN Enrollment Confirmation	
02/19/2016	The Dates of this Course have been revised.	
02/06/2016	Reminder for GSMU Test Course	

**Required for USOE credit**

CACTUS ID Number:

**Courses**

Print Show Grid

Enrolled Waiting Past Unofficial Transcript Cancelled

#	Course Name	Enrolled by	Start Date	Action
Order Number: CPPBOWD44213973		Paid Amount: \$0.00		
2651	Canvas for Online L... Selected Credit(s) SUU Credit 1		06/21/2016	select... Cancel Course Print Receipt View Coursework

Total Paid: \$0.00

Make sure you are on the enrolled tab

Use drop down & select Cancel Course

(6) You will receive an email confirming your cancellation of a course.

\*\*If you are trying to cancel after your course has already started, you will need to email us at [training@uen.org](mailto:training@uen.org). Please indicate your name, email address and the name of the course you want to cancel.