

Clearing yourself off a waitlist

1. Navigate over to the “My Info” tab – [you can use this link](#). Log in using your STA username and password.

[Home](#) | [My Info](#) | [Reports](#)

My Info

No required due courses

My Requests

Edit	Cancel	Ref No.	Start date	Course	Course title	Status	Summary
Edit	Cancel	80559	01/01/2099	HR124	Leaves and Accommodations	COURSE WAITLIST	View
1							



You'll see that I am waitlisted for HR124 – Leaves and Accommodations

Requests I submitted for others

Edit	Cancel	Attendee	Ref No.	Start date	Course	Course title	Status	Summary
1								

Enter Ref No.:

Ref No is required!

2. Click “Cancel.” This will bring up a confirmation box asking if you want to cancel your waitlist request. Click yes.

[Home](#) | [My Info](#) | [Reports](#)

My Info

No required due courses

My Requests

Edit	Cancel	Ref No.	Start date	Course	Course title	Status	Summary
Edit	Cancel	80559	01/01/2099	HR124	Leaves and Accommodations	COURSE WAITLIST	View
1							

Would you like to cancel the request?

Attendee: NIKOO
Course title: Leaves and Accommodations

3. You're all set! You should get an automated system email from the STA saying that you are off the waitlist.