1. Navigate to Learning Admin in the Learning menu

2. Search for your Scheduled Offering:
   1. Click Learning
   2. Click Scheduled Offerings
   3. Search for your Scheduled Offering with a keyword or exact title or ID
   4. Select your Scheduled Offering.
3. Click on Scheduled Offerings and the Date that you want to cancel

4. Select Cancel the Scheduled offering:
5. Click Next after confirming the ID and Cancellation Date

6. Click Next again

7. Select who you'd like to notify and click Next
8. Confirm your settings and click Finish

Step 4: Confirm

Scheduled Offering ID: 3078968

Scheduled Offering Total: 0.0 US Dollar (USD)