



## **How To “Drop Registration” on Professional Development System**

*If you are no longer available to attend a workshop, please update your registration status by completing the following steps through the Professional Development System:*

1. Go to [Professional Development System](#)
2. **Login**
3. Click on **My Content**
4. Scroll to **My Upcoming Workshops**
5. Find the Workshop will not be able to attend
6. Click on **Drop Registration**  
A “Registration Successfully Drop” message will display
7. Click **OK**

*To drop your registration from another Workshop, repeat the Steps.*