How to unregister for a course?

Go through “VUB LRN courses” on your TEO homepage to “My Learning Assignments” on your VUB LRN homepage.

Go to the course to which you wish to unregister and click on the arrow next to the “Enrolled” button. Click on “Withdraw” in the list box.

Do you want to withdraw from this session?

Click on the “Yes” button to confirm that you wish to cancel your registration.

Click on “Yes” if you wish to delete the course from your learning assignments. This is only possible if you registered yourself. If the course has to remain in your learning assignments, click “No”.

Select the reason why you wish to cancel your registration and click on “Submit”.

Please note:

- We ask you to cancel at least 5 working days before the start of the training. Depending on the training, there might be consequences associated with a no-show or late cancellation.
- You must always unsubscribe via TEO. Your “calendar invites” (Outlook, Google,...) for the course does not suffice. This will not cancel your registration in Teo.