



Cancelling a Registration

If you have registered for a training that you are no longer able to attend, please follow these steps to cancel your registration:

1. Log in to your account at the [Northern Lights Account Portal](#). If you are unable to click the link above, copy the following address into your browser:
<https://go.northernlightsccv.org/portal/start>
2. Once logged in, you will be taken to the Application page. Select the “Northern Lights Trainings” link in the “Your Applications” section of the Portal.
3. Once you have selected “Northern Lights Trainings”, click “Open Application” to view available trainings.
4. Select a training category from the dropdown box which says “Choose An Option”. This will show you all available trainings in the selected category.
5. Select the training that you wish to cancel to be taken to its registration page.
6. On the registration page, you will see a confirmation that you are currently registered for this training. Click the box below this that says “Cancel Registration”.
7. A prompt will appear asking you to confirm your decision to cancel the registration. Click “OK” to confirm your cancellation.