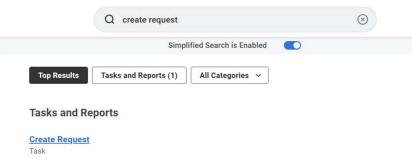
Cancel Onboarding at another UA System Institution

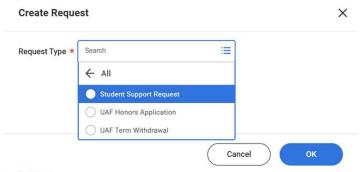
This quick reference guide (QRG) provides instructions on how to cancel onboarding at another UA System institution that you will not be attending. A request must be made for each individual institution that you are not attending.

To cancel onboarding at another UA System Institution, complete the following steps.

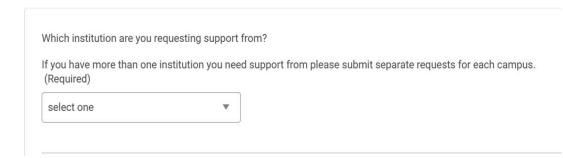
- 1. Log into Workday
- Type **Create Request** the search bar
- 3. Select the task Create Request



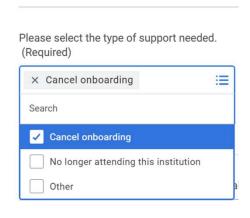
4. Click in Request Type box, Click All and select Student Support Request. Click OK



5. For the question, "Which institution are you requesting support from?" Select the institution for which you want to cancel the onboarding



6. Select **Cancel Onboarding** for type of support needed





7. The bottom box requires a phone number and email address for the institution to contact you if there are any questions

Please provide your phone number and email address so that the institution may contact you if they have ((Required)	questions about your request for support.

8. Click the **Submit** button



9. If needing to cancel onboarding for more than one institution, you will need to complete a request for each individual institution

