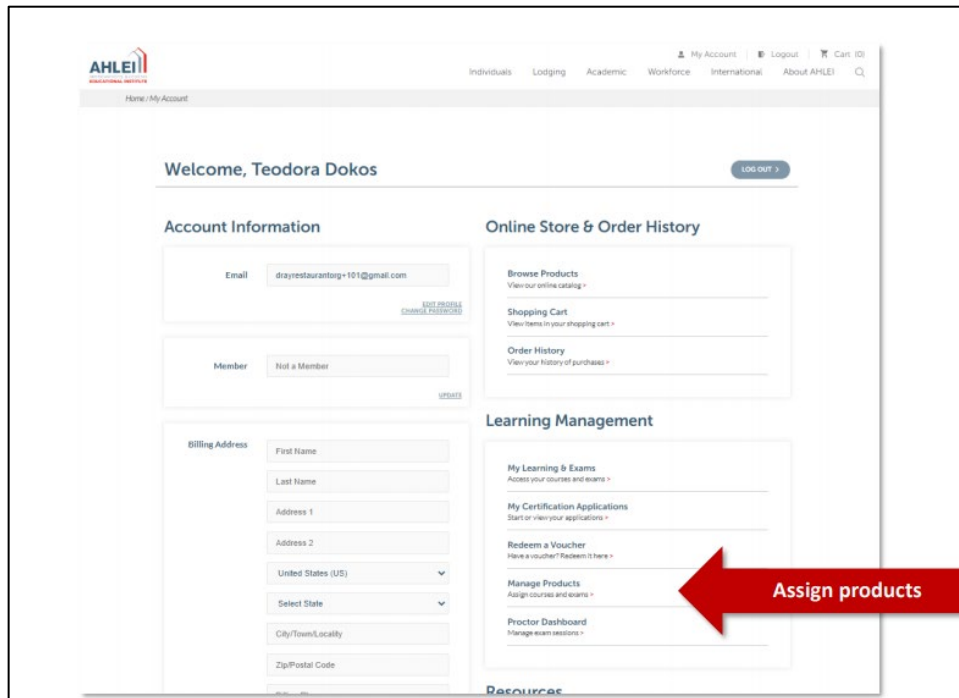


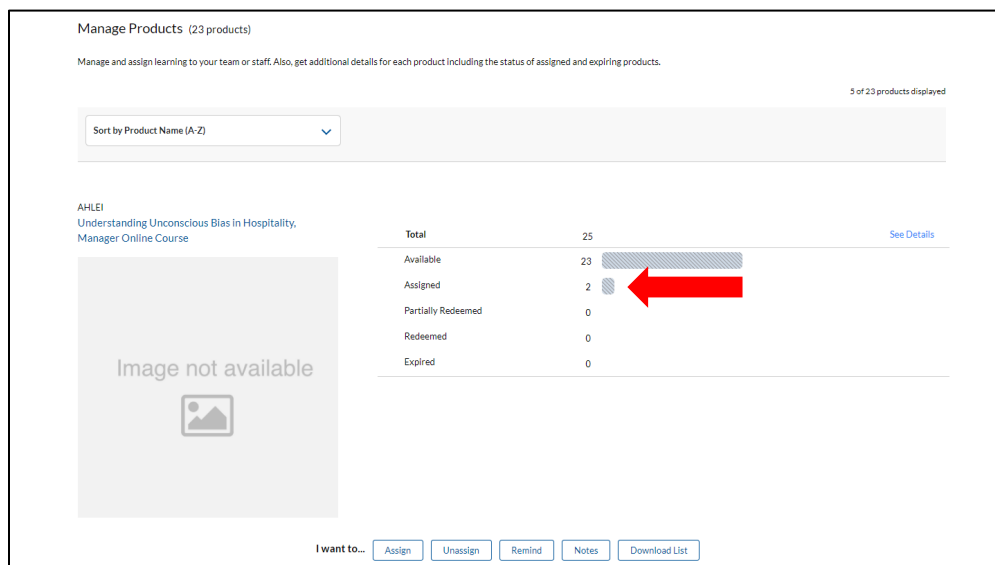
# AHLEI

## Administrator: Unassign a Course

1. From the My Account page, go to the Learning Management section in the right-hand column. Under Manage Products click **“Assign courses and exams”**.



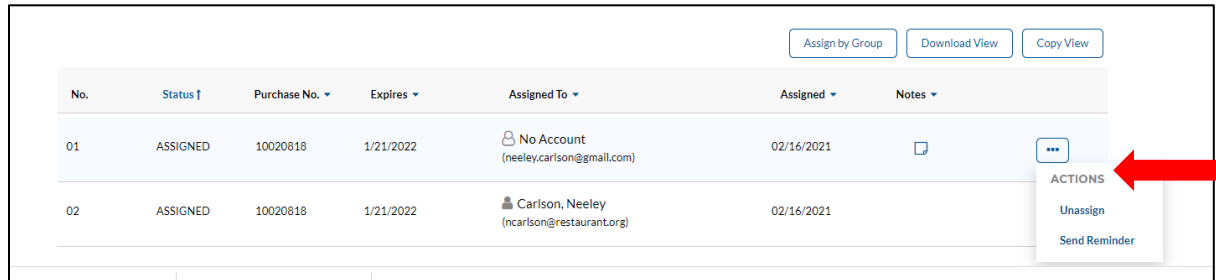
2. Locate the program you want to unassign. Click on the blue bar next to **“Assigned”**.



If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at [certification@ahlei.org](mailto:certification@ahlei.org) or Call 800-349-0299 (International callers +1-407-999-8100)

3. Find the student for whom you want to unassign the course. Go to the end of the row and click on/hover over “...” to open the Actions box. Select “Unassign”.

*Note: You can only unassign programs that have not been started. If the program has already been started by the student, you will not be able to unassign and reassign the program. You will need to assign an available product from your “Available” list or purchase a new product to assign.*

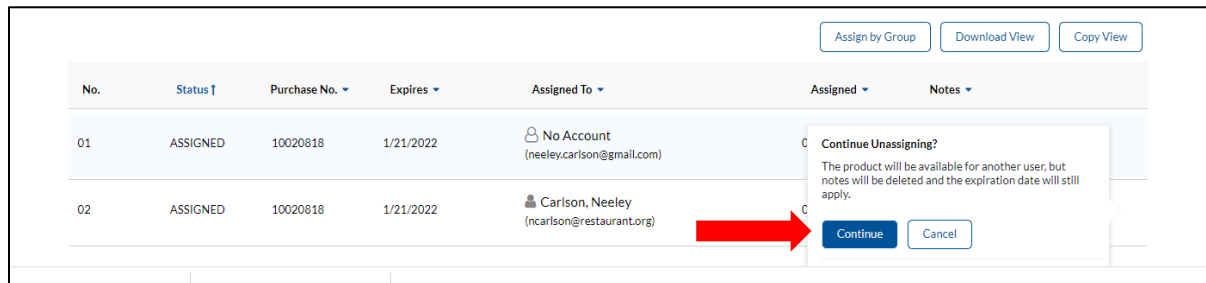


No.	Status ↑	Purchase No. ▾	Expires ▾	Assigned To ▾	Assigned ▾	Notes ▾	
01	ASSIGNED	10020818	1/21/2022	No Account (neeley.carlson@gmail.com)	02/16/2021		...
02	ASSIGNED	10020818	1/21/2022	Carlson, Neeley (ncarlson@restaurant.org)	02/16/2021		

Buttons: Assign by Group, Download View, Copy View

ACTIONS  
Unassign  
Send Reminder

4. Select “Continue” to confirm the un-assignment.



No.	Status ↑	Purchase No. ▾	Expires ▾	Assigned To ▾	Assigned ▾	Notes ▾	
01	ASSIGNED	10020818	1/21/2022	No Account (neeley.carlson@gmail.com)	02/16/2021		Continue Unassigning? The product will be available for another user, but notes will be deleted and the expiration date will still apply.
02	ASSIGNED	10020818	1/21/2022	Carlson, Neeley (ncarlson@restaurant.org)	02/16/2021		

Buttons: Assign by Group, Download View, Copy View

Continue Cancel

5. After selecting the “Unassign” button the course will be unassigned from this student and the course will be added to your Available courses.
6. When you are ready to assign the course to a new student, you can follow the steps in the [Assigning and Managing Online Products Overview](#) how to document.

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