

## How to change session for return demo (as a user)

Log in to your Docebo account.

Open your 'User Menu' at the top left of the homepage.

Select 'My Courses and Learning Plans'. Once redirected to your enrolled courses, find and open the 'Health and Medications Return Demo' course to view your enrollment.

This page will show your current enrollment. If you would like to select a new date for your session, select the 'More Options' icon in the top right corner. Select 'Change Session Enrollment'.

The screenshot shows the course page for 'Health and Medications Return Demo'. The breadcrumb trail is: < Back | Direct Support Professionals Learning Center | My Courses and Learning Plans | Licensed Residential Settings (24/7) | Health and Medications Return Demo. The page title is 'Health and Medications Return Demo' with a 'More Options' icon in the top right. Below the title, it says 'ILT (Instructor-Led Training) 0 of 1 sessions completed Part of the Learning Plan: Licensed Residential Settings (24/7)'. The main session information is for '11/15/2023 - 12:00p-2:00p' on '11/15/2023 (GMT - 04:00) America/Detroit'. The session is 'Full Onsite' at 'Oakland Community Health Network' and has a 'Duration' of '2h'. A 'Completion Status' section indicates 'The instructor must mark the session as completed' and 'Pending Instructor's Approval'. A 'Course Upcoming Events' section shows the current event scheduled for '11/15/2023 at 12:00:00 pm' with a 'Map and Venue Details' link. A 'More Options' menu is open in the top right, with 'Change Session Enrollment' highlighted in yellow. Other options include 'Add to Calendar' and 'Mark as Outdated'. A calendar widget at the bottom left shows 'WED 15'.

Once this selection is made, a list of alternate sessions will generate. Select which new session you would like to enroll in. Be sure to select 'Change' at the bottom of the list. This will automatically unenroll you from the previous session and enroll you into the new session that you selected.

The screenshot shows a list of alternate sessions for the 'Health and Medications Return Demo' course. The list is titled '1 Event | Full Onsite | Oakland Community Health Network | 3h'. The sessions are listed as follows:

- 01/08/2024 - 9:00a - 12:00p  
01/8/2024 (GMT - 04:00) America/Detroit  
1 Event | Full Onsite | Oakland Community Health Network | 3h
- 01/10/2024 - 9:00a - 11:00a  
01/10/2024 (GMT - 04:00) America/Detroit  
1 Event | Full Onsite | Oakland Community Health Network | 2h
- 01/10/2024 - 2:00p - 4:00p  
01/10/2024 (GMT - 04:00) America/Detroit  
1 Event | Full Onsite | Oakland Community Health Network | 2h
- 01/16/2024 - 9:00a - 12:00p  
01/16/2024 (GMT - 04:00) America/Detroit  
1 Event | Full Onsite | Oakland Community Health Network | 3h
- 01/18/2024 - 9:00a - 12:00p  
01/18/2024 (GMT - 04:00) America/Detroit  
1 Event | Full Onsite | Oakland Community Health Network | 3h
- 01/23/2024 - 9:00a - 11:00a  
01/23/2024 (GMT - 04:00) America/Detroit  
1 Event | Full Onsite | Oakland Community Health Network | 2h
- 01/23/2024 - 4:00p - 6:00p  
01/23/2024 (GMT - 04:00) America/Detroit  
1 Event | Full Onsite | Oakland Community Health Network | 2h

At the bottom of the list, there is a 'Next Page' button. Below the list, it says '1-10 of 15'. At the bottom right, there are 'Page 1' navigation buttons and a 'CHANGE' button highlighted in yellow, along with a 'CANCEL' button.