



IGHR: Cancelling Your Registration(s)

In the event you need to cancel your reservations (course and course add-ons). Please review the IGHR Cancellation Procedure in our [FAQ](#) section: 'How do I cancel a course or other purchases made on the IGHR website?' or IGHR's [Tuition and Payment and Refund Deadlines](#).

(Images shown below are for instructional purposes only.)

Login

1. Open your Internet browser and enter our website address: ighr.gagensociety.org
2. Click . The Faculty and Attendee Login page displays.
3. Enter your Username and Password.
4. Click . The My Account page displays.

Home / My Account

[CLICK TO REGISTER FOR IGHR COURSES](#)
[Registration Cancellation Request](#)

Your Registrations

Title	Location	When	# Tickets	Actions
Prototype - Methods & Sources - Test		January 14, 2020 8:00 am	4	⚙️

<ul style="list-style-type: none"> ■ Approved Registration, Active Event ■ Cancelled Registration, Expired Event ■ Declined Registration, Cancelled Event ■ Incomplete Registration, Sold Out Event ■ Not Approved Registration 	<ul style="list-style-type: none"> ■ Pending Payment Registration, Upcoming Event ■ Wait List Registration, Upcoming Event ■ Inactive Event ■ Postponed Event Edit the registration details. 	<ul style="list-style-type: none"> Resend registration notification. Make a payment View Receipt View Invoice
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5. Click **Registration Cancellation Request**. The Contact IGHR page displays.

Home / Contact IGHR

Name *

First Last

Email *

Subject *

Expo ▼

Comment or Message *

Captcha *

What is 7+4?

Submit

6. Enter your Name and Email.
7. Select Registration from the Subject drop-down list.
- (Note:** Default is Expo. If you do not change to Registration, your cancellation request will be sent to the IGHR Expo Coordinator who will have to forward it to the IGHR Registration Coordinator to process your request.)
8. Enter the registrations you desire to cancel in the Comment or Message box.
9. Enter the Captcha information.
10. Click **Submit**. The Contact IGHR page redisplay with a confirmation message.

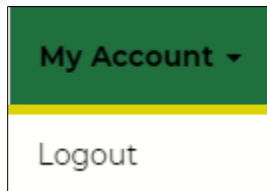
Thanks for contacting us! We will be in touch with you shortly.

The IGHR Registration Coordinator will review and process your request.

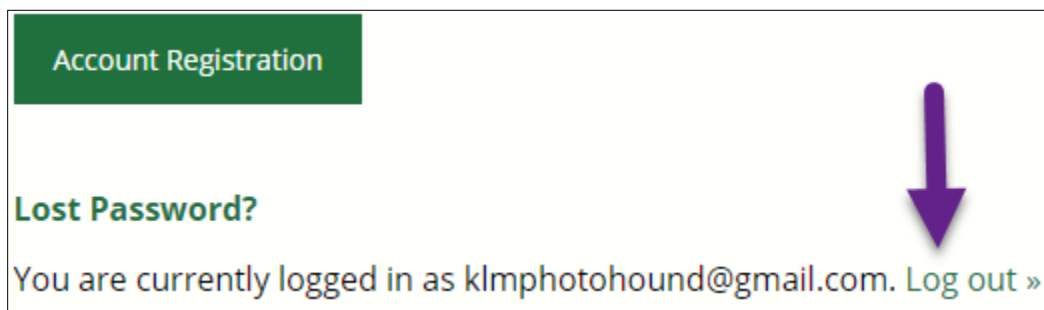
Logging Out of My Account

Once you have submitted your cancellation request, please be sure to log out of My Account. This is a two-step process.

1. Click **My Account**, the Logout drop-down displays.



2. Click **Logout**. The My Account page displays with information that you are currently logged in.



3. Click **Log out**. The Faculty and Attendee Login displays.