

# North America Education Center Manager

## Participant Self-Cancellation Instructions

### 1. To cancel a registration, select the “click here” link available in the confirmation email.

Dear DAGMAR RIVERA,

Welcome to Siemens Healthineers Virtual Education.

We are pleased to confirm your registration in the following training class. Details of your course are outlined below.

Course Name: EPOC BLOOD ANALYSIS SYSTEM ADMINISTRATOR VIRTUAL TRAINING

Course Date/Time: 08/11/2020, 10:00am (EST) through 08/11/2020, 2:00pm (EST)

**IMPORTANT NOTE: The reflected Start/End Time is Eastern Standard Time, please update your records accordingly based on your specific time zone.**

This course will be delivered by a technical trainer in a virtual class environment using a variety of instructional methods, including presentations and interactive learning activities.

Registration is a requirement for attendance. To receive a certificate of completion, participants should be present for the entire duration of this course. *Please note that only registered participants will receive a certificate of completion.*

**COURSE MATERIALS:** Please click on the link below to download and print course materials prior to the scheduled training class.

[Download Course Materials](#)

**PRE-TRAINING ASSIGNMENT:** To help you prepare for your training class, please complete the required online Pre-Training for this course, which you will find by clicking the following link:

[Required Course Pre-Training](#)

Please join the session at least 15 minutes early, access will close within 5 minutes of the start time.

To join the training session:

1. Go to <http://siemens-med.adobeconnect.com/epoc-administrator/>
2. Follow the instructions found in the [Launching Adobe Connect](#)

A system is **required** during this training to complete all hands-on exercises.

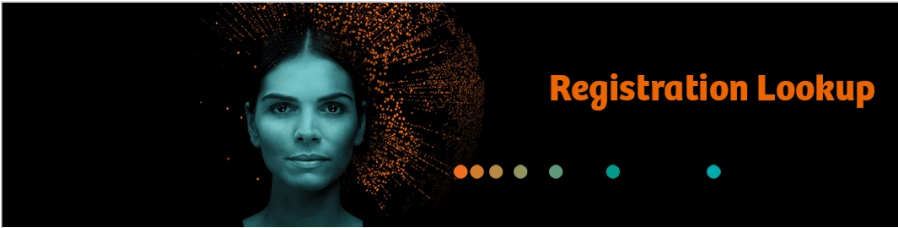
**MINIMUM REQUIREMENTS:**

- Each participant will require the use of an individual computer with speaker and microphone. In the event that the computer does not have an audio option, we will provide you with a dial in option at the beginning of the session.

If you will not have access to the “Minimum Requirement” items during the Training Event, please cancel your registration and re-register for another time.

To cancel your registration, [click here](#).

## 2. Enter Registrant's Email Address and select Submit button



**Registration Lookup**

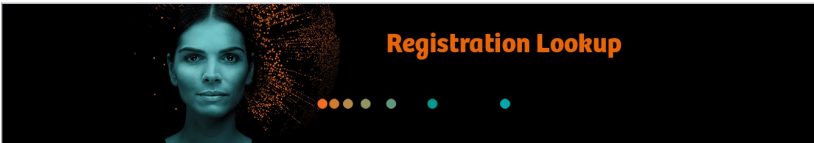
This page will allow you to look up your Event Registrations by email.

If there are any Event Registrations listed, you may cancel the registration by clicking the X next to the specific event.

**Registration Lookup**

Registrant's Email Address

## 3. Select the X next to the class registration that requires cancelation. Be sure to carefully select the correct class, as multiple registrations may appear.



**Registrations for:**  
dagmar.e.rivera@siemens-healthineers.com

To cancel registration, click the X next to the appropriate registration and enter the reason for cancellation. Registrations with a checkmark indicate completed classes.

**1 Registrants Found**

RIVERA	DAGMAR	DAGMAR.E.RIVERA@SIEMENS-HEALTHINEERS.COM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07-29-2020 - 01:00 pm - VIRTUAL - EPOC BLOOD ANALYSIS SYSTEM ADMINISTRATOR VIRTUAL TRAINING		

## 4. Enter cancelation reason and select the Cancel Registration button.

**Registrations for:**  
dagmar.e.rivera@siemens-healthineers.com

To cancel registration, click the X next to the appropriate registration and enter the reason for cancellation. Registrations with a checkmark indicate completed classes.

**1 Registrants Found**

RIVERA	DAGMAR	DAGMAR.E.RIVERA@SIEMENS-HEALTHINEERS.COM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07-29-2020 - 01:00 pm - VIRTUAL - EPOC BLOOD ANALYSIS SYSTEM ADMINISTRATOR VIRTUAL TRAINING		
<b>CANCELLATION REASON:</b> <input type="text" value="Schedule change"/>		
<input checked="" type="button" value="Cancel Registration"/>		

5. Proceed to register for the preferred date and time upon registration cancellation email.



Dear DAGMAR RIVERA,

This notice is to inform you that registration #8156 for the following training class has been cancelled.

- Course Name: EPOC BLOOD ANALYSIS SYSTEM ADMINISTRATOR VIRTUAL TRAINING
- Course Date: Wednesday, July 29, 2020 1:00pm (EST) - 5:00pm (EST)
- Training Location: Virtual via ADOBE

Please feel free to contact us with any questions.

Sincerely,

Customer Clinical Education  
[csssharedmailbox.healthcare@siemens-healthineers.com](mailto:csssharedmailbox.healthcare@siemens-healthineers.com)