

## How to Delete A Session

**Step 1-**Go to : <https://cce.upmc.com/>

**Step 2-** In the upper right, click login and enter your information.

**Step 3-** Once logged in, click on **MY ACCOUNT**.

**Step 4-** In your account, click on **VIEW**.

**Step 5-** Scroll to the bottom of the page and choose the series you are coordinating.

**Step 6-** Inside the series, scroll to the bottom and pick the session you wish to delete.

**Step 7-**Click on **EDIT**

# MY ACCOUNT

**VIEW** EDIT BOOKMARKS M

## SERIES

- UPMC Training

## TRAINING EXAMPLE

VIEW **EDIT** ENROLLMENTS FACULTY WORKFLOW COURSE OUTLINE COURSE REPORTS  
CLONE

### FEATURES

Home  
Sessions

any important information

### SESSION DATE:

Thursday, October 31, 2019 - 9:00am to 10:00am

**Step 8-** Scroll to the bottom of the page, **Click on the red delete button.**

Category

Choose some options

**Save** Preview **Delete**

**Step 9-** Click the green delete button