Apprenticeship

United States Department of Labor
Employment and Training Administration (ETA)
https://dol.appiancloud.com
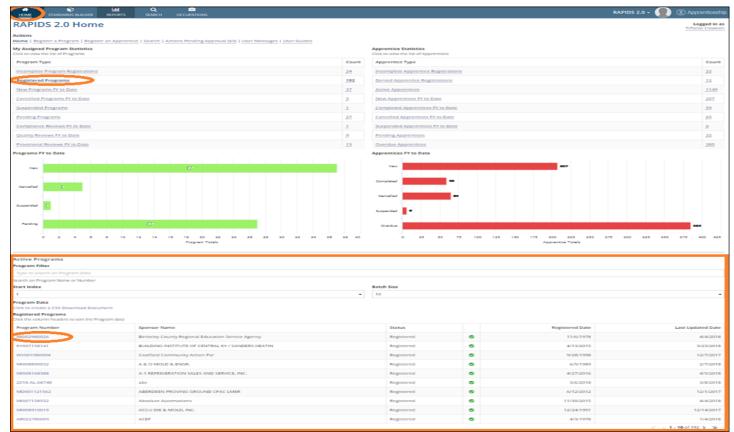

RAPIDS 2.0 Quick Reference Guide – Cancel Apprentice

> **Note:**
> ♦ RAPIDS 2.0 offers Users two ways to **Cancel Apprentice(s):**
> 1. Cancel an individual Apprentice or
> 2. Cancel multiple Apprentices at one time (**Bulk Apprentice Cancellation**)

1. Click on the **Registered Program** link (The system will expand and display the list of **Registered Programs** under the Dashboard Graph)
2. Click on the **Program Number** in the list **(**Type the Program Name or Program Number in the Search field to search for program**)**

Note:
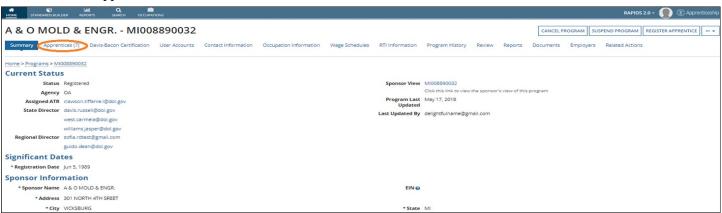♦ The system will expand to display a list of **Registered Programs** under the Dashboard chart

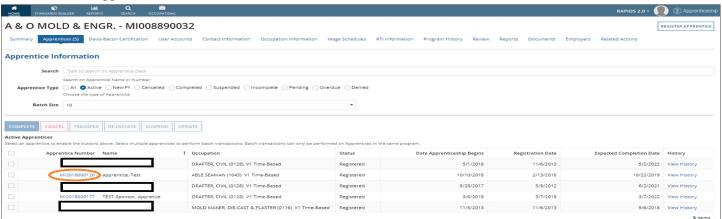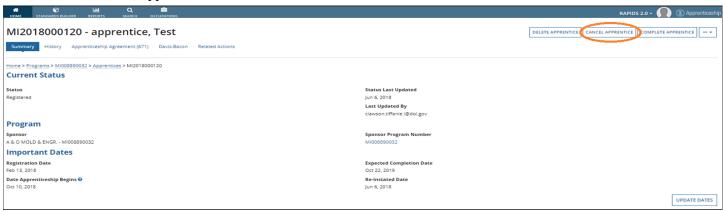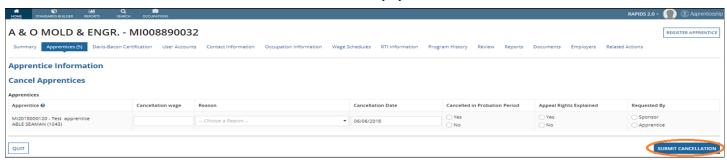# Cancel Apprentice

3. Click on the **Apprentices** link

4. Click on the **Apprentice Number**

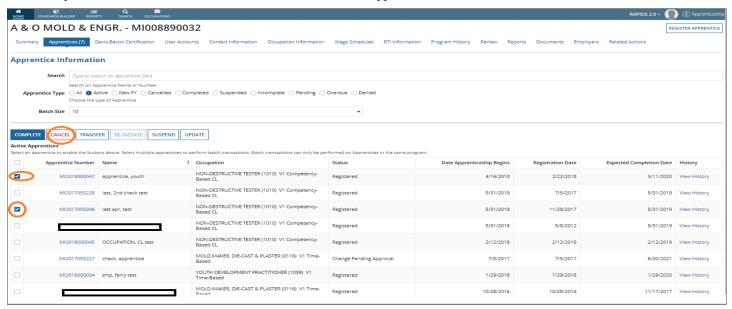5. Click on the **Cancel Apprentice** button

6. Complete all required * fields
7. Click the **Submit Cancellation** button. A confirmation will be displayed

CANCEL APPRENTICE

Bulk Apprentices Cancellation

1. Click the check box next to the **Apprentices Names** you want to Cancel
Note:
   ♦ The system will enable the **Cancel** button after user select the Apprentice Names

2. Complete all required * fields for the selected Apprentices
3. Click the **Submit Cancellation** button

Confirmation