

HOW TO CANCEL A CLASS REGISTRATION AT THE MYREC WEB PORTAL

1. Visit MyRec Web Portal (<https://myrec.recreation.duke.edu>)
2. Click LOGIN on the top-right and enter your credentials (NetID or OneLink)
3. Click on your picture to open a menu
4. Select PROFILE
5. On the left side, click PROGRAMS
6. Click REGISTRATION
7. Select CANCEL on the class you registered and can't attend.
8. Confirm Cancellation

PRO TIP: Bookmark <https://myrec.recreation.duke.edu/MemberDetails> to go directly to your Profile!

The screenshot shows the MyRec Web Portal interface. The browser address bar shows <https://myrec.recreation.duke.edu>. The page title is "DUKE RECREATION & PHYSICAL EDUCATION". The user is logged in, and the "Log In" button is highlighted with a red circle and the number 2. The user's profile picture is highlighted with a red circle and the number 3, and a dropdown menu is open showing "Log Off" and "Profile" (highlighted with a red circle and the number 4). The "View Account" section is visible, with a search bar containing "Your Name". The "My Program Registrations" table is shown with columns: Customer, Program, Offering, Semesters, Registration Date, Status, and Paid. A row is highlighted with a red box, and the "CANCEL" button is highlighted with a red circle and the number 7. A confirmation dialog box is displayed with the text: "Confirmation: Are you sure you want to cancel this registration? If you do, you will be removed from the class and unable to participate." The "YES, CANCEL REGISTRATION" button is highlighted with a red circle and the number 8.

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Search Programs

Log In

SIGN UP

View Account

For: Your Name

My Program Registrations

Customer	Program	Offering	Semesters	Registration Date	Status	Paid
Participant	Class Name	Class Date & Time	Semester	Registration Date		

Confirmation:

Are you sure you want to cancel this registration? If you do, you will be removed from the class and unable to participate.

YES, CANCEL REGISTRATION NO, REMAIN IN CLASS

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