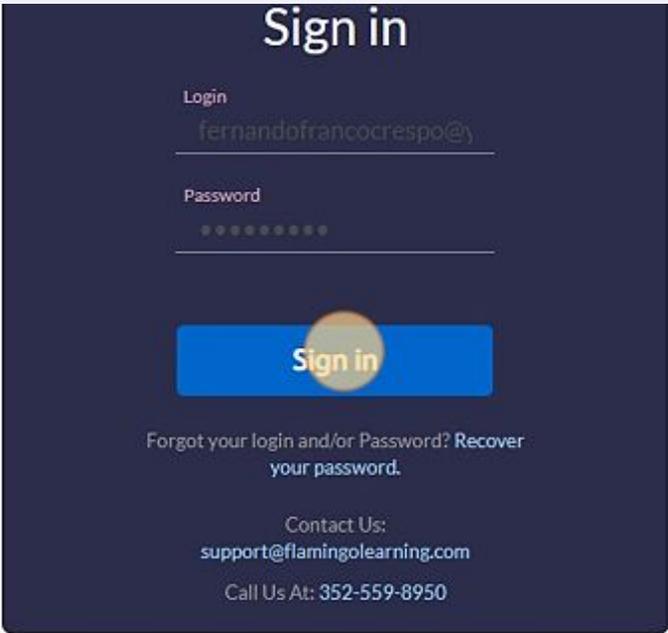


Geniussis Workflow

- 1 This tutorial will cover how to drop your course on the GeniusSIS. The first step is to sign into Genius by navigating to flamingolearning.geniussis.com/PublicWelcome.aspx

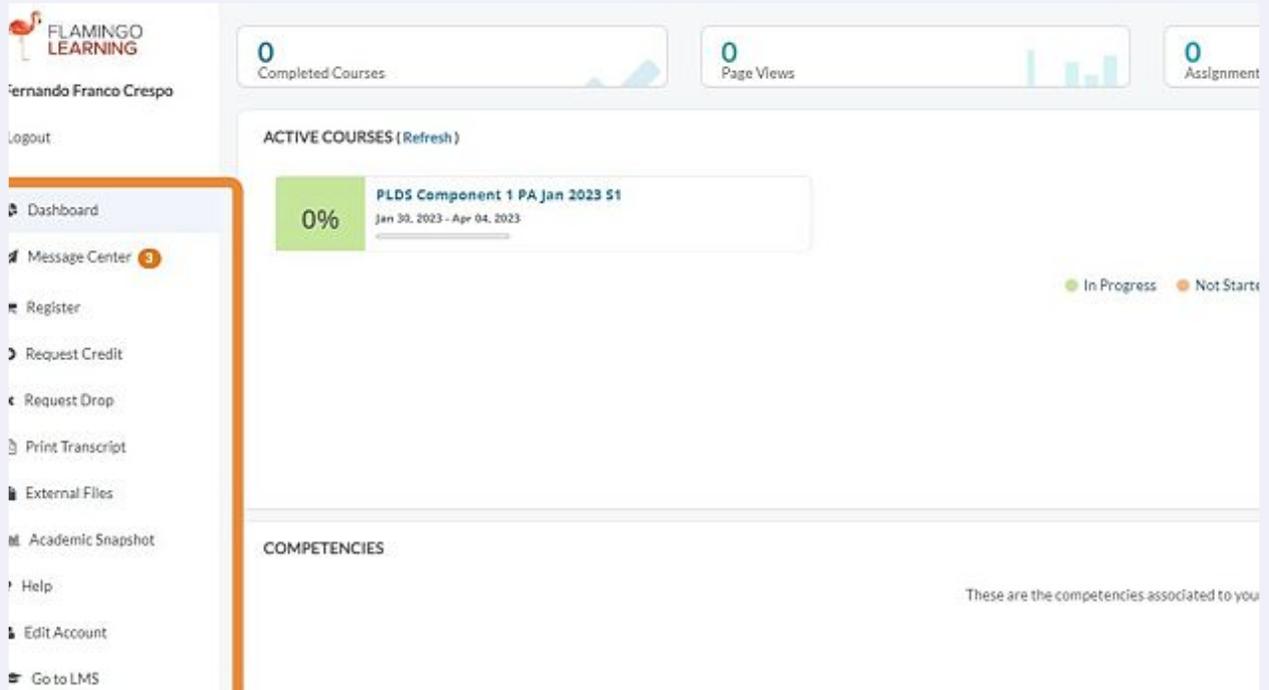
- 2 Next, sign in using your username and password. If you need assistance signing into Genius refer to the tutorial "How to create an account on GeniusSIS." Once you have input your username and password click on the blue "Sign in" button to sign in!



The image shows a dark-themed sign-in page for GeniusSIS. At the top, the text "Sign in" is displayed in a large, white font. Below this, there are two input fields: "Login" with the text "fernandofrancocrespo@" and "Password" with a series of dots representing a masked password. A prominent blue button with the text "Sign in" in white is centered below the input fields. At the bottom of the page, there is a link that says "Forgot your login and/or Password? Recover your password." and contact information: "Contact Us: support@flamingolearning.com" and "Call Us At: 352-559-8950".

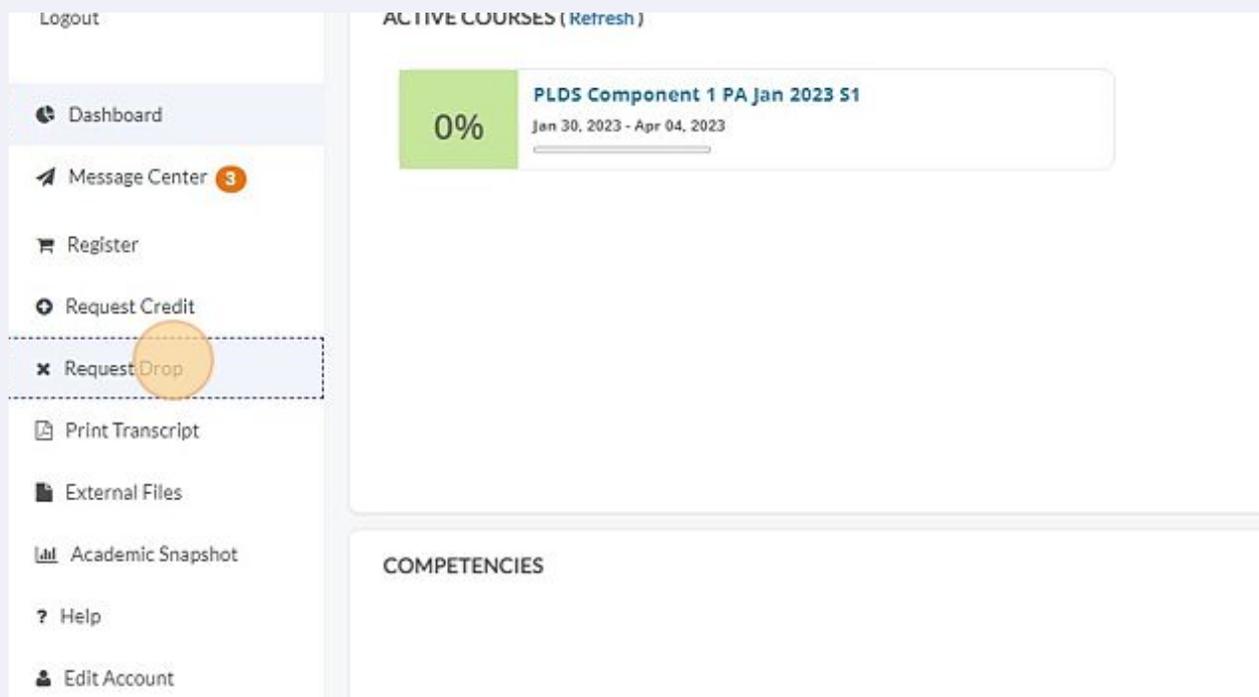
3

After you sign in you should see the GeniusSIS dashboard. You should notice a variety of different button options on the left-hand side. The fifth button down is the "Request Drop" button.



4

Click "Request Drop" to get to the "WITHDRAW FROM COURSE" page!



5 Next, click on "Request new drop."

FLAMINGO LEARNING

Fernando Franco Crespo

Logout

Dashboard

Message Center 3

Register

Request Credit

Request Drop

Print Transcript

External Files

WITHDRAW FROM COURSE

[Request new drop](#)

There is 1 drops requested for this learner:

Edit	Section/Learning Paths	Type
	PLDS Component 1 PA Jan 2023 S1	Section

6 You should see a form that's asking for what section you want to drop from and the reason. First, click on section and click on the section you want to drop from.

Drop Request

Section:

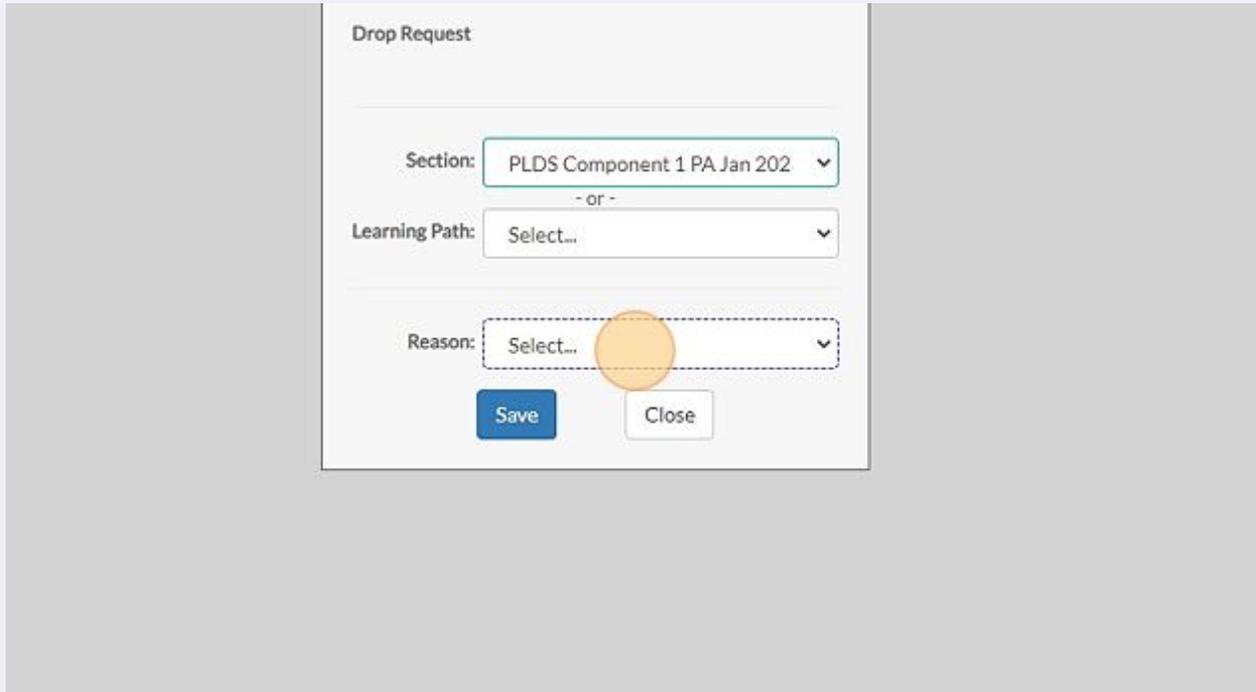
- or -

Learning Path:

Reason:

7

Next, click on "Reason." There are a variety of different reasons to drop a course, please choose the one that most accurately describes your reason to drop the course.



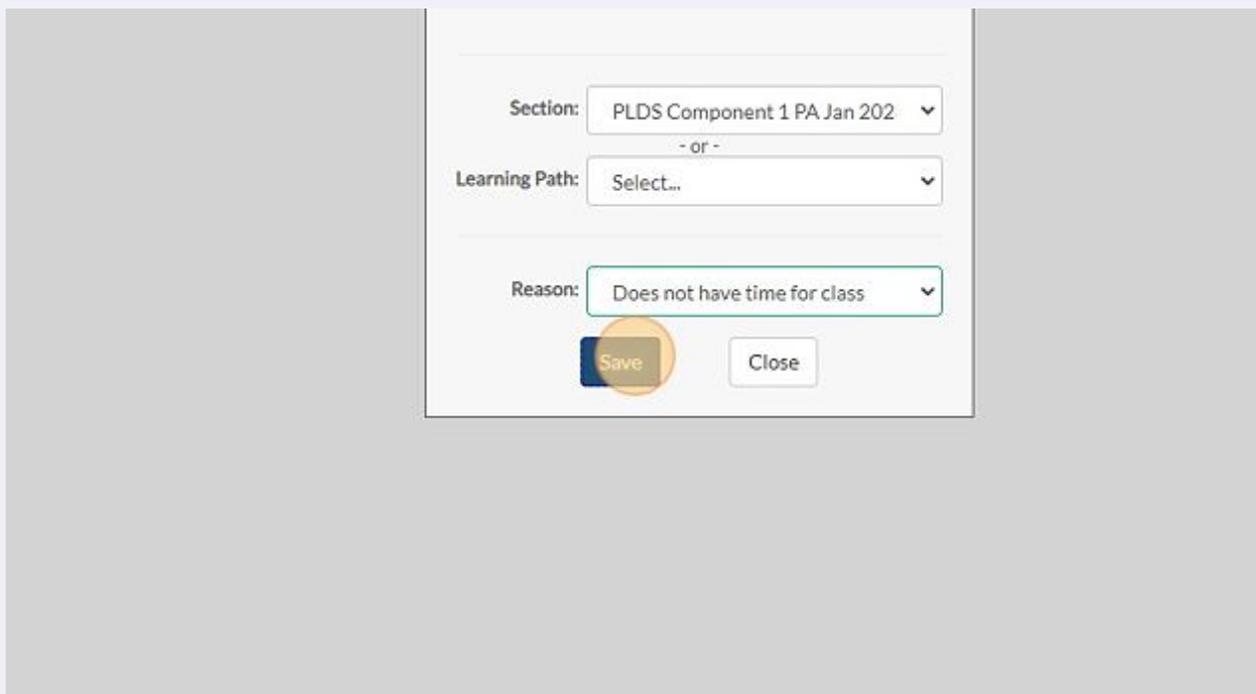
The screenshot shows a 'Drop Request' form with the following fields:

- Section: PLDS Component 1 PA Jan 202
- Learning Path: Select...
- Reason: Select... (highlighted with a red circle)

Buttons: Save, Close

8

Once you are satisfied click on "Save." Please note: if you are in multiple sections and want to drop from multiple courses you will need to submit individual drop requests for each section.



The screenshot shows the 'Drop Request' form with the following fields:

- Section: PLDS Component 1 PA Jan 202
- Learning Path: Select...
- Reason: Does not have time for class

Buttons: Save (highlighted with a red circle), Close

9

Within 48 business-hours our learning services team will process your drop request and you will be dropped from the course! If you have any other drop questions please refer to either us at the support desk, or email our learning services team at LastingerLearningServices@coe.ufl.edu

