The following steps describe how to enroll in or withdraw from a scheduled offering in Knowledge Link.

**Enroll in a Schedule Offering**

1. Go to [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu) and click **LOGIN**.

2. Enter your PennKey username and password and click **Log in**.

3. Find the course in your Learning Plan and click the **Register Now** button. If the course is not in your learning plan, you may search for it in the catalog. Consult the last section of this document for tips on searching the catalog.

4. Find the date, time, and location for the class you want to take and click **Register Now**.
5. Click **Confirm**.

   Note: There is a “comments” field on this page, but we strongly recommend contacting the instructor or course contact instead of using this field. Instructors may not receive comments entered on this page.

6. View the registration confirmation.

Withdraw from a Scheduled Offering

1. Find the course on your learning plan, click the down arrow next to the word “Enrolled” and click **Withdraw**.

   NOTE: If you do not have the option to withdraw, contact the course contact or instructor to withdraw. Click “View Registration” to see the instructor contact information or click the course title to see the course contact information.
Tips for Searching the Course Catalog for Scheduled Offerings

1. Type the title of the course in the Find Learning pod on your learning plan page and click Go.

2. Click See Offerings and then click Register Now for the course, date, time, and location of your choice.

3. Alternatively, click Calendar View above the course list to view offerings by date.

4. Then click the desired calendar date and scroll to the desired offering.