## Registration Correction Request for Clock Hours and Compensation: Employee Instruction

You discovered you're marked absent for an activity or forgot to register, but you were there. Or maybe there was an error in the hours awarded to you, nevertheless you will need to request a correction!
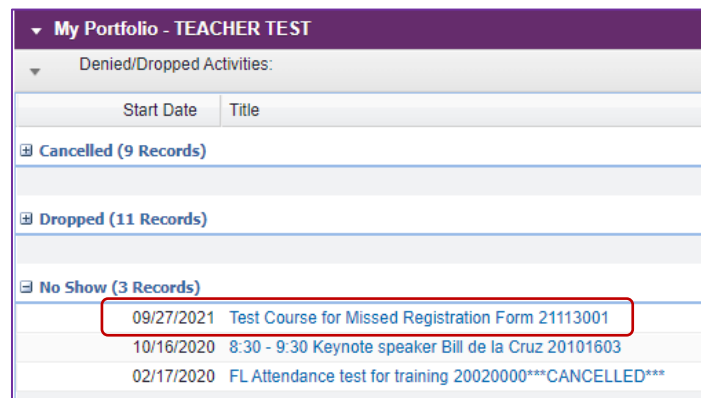
Follow these steps to complete the Registration Correction Request.

**Step 1.**

Log into Frontline Professional Growth > My Info > View Denied Requests > No Show > Activity Title
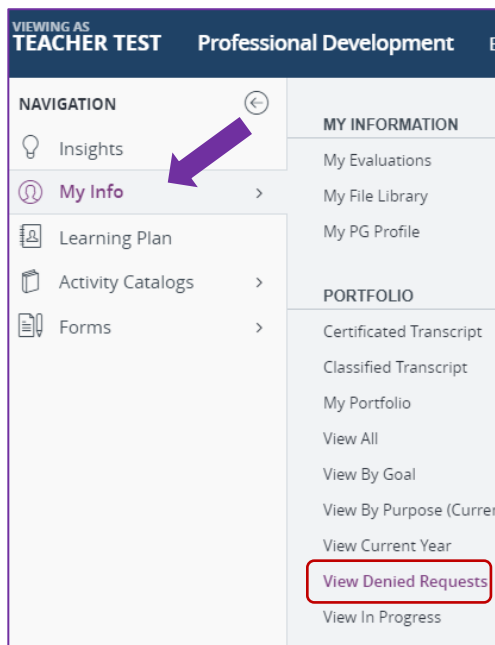


Click the title from the list. All the necessary information to complete the correction form in the activity details, instructor name, dates, credits, and hours.



Copy the Activity Title, Owner/Instructor > Dates



Complete the required evaluation

**Step 2.**

Select Forms > Missed Registration Request >



Complete the Activity Information (Title should be identical to your learning Plan)