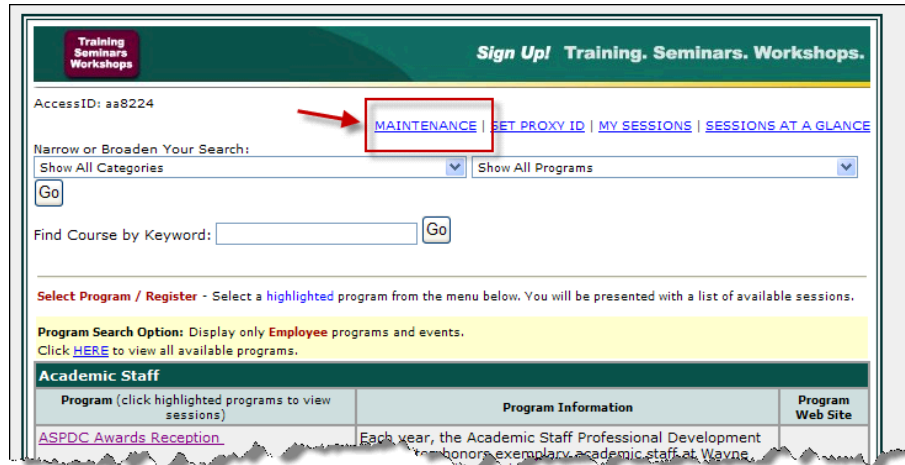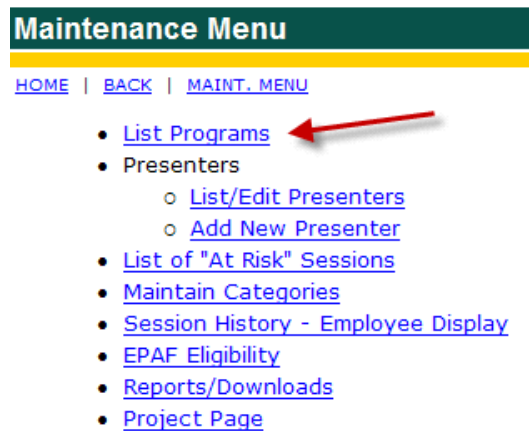# EDIT A SESSION WITH TSW

Follow the steps below to edit your Session:

Step 1: At the top of the screen, click the **Maintenance** link.

Step 2: From the Maintenance Menu, click the **List Programs** link.

Step 3: The List of Programs page appears as shown. *Hint: Use the find and replace dialog box (Ctrl and F keys) to quickly find your Program.*

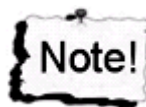**Step 4:** Click List Sessions from the List of Programs Screen.

Step 5: Click the Edit link next to the Session you wish to modify.

Step 6: Edit your session as needed. You will notice user defined fields with "what's this" links to assist you in your edits.

Step 7: Click the **Change Session Info** button at the top of the screen.

Note! **If you want to delete your session click the Delete This Session link at the top of the screen then click 'yes' to confirm your deletion at the bottom of the screen. You cannot delete a Program unless all the Sessions are deleted nor can you undo a deletion once it is deleted.**

For additional help or to Register a Person, please contact the office of Organization & Employee Development.