Delete Duplicate Assessments

Step 1: Access Your Pending Assessments

There are two ways to access your Pending Assessments:

- Using the **Pending Assessments** tab on your Dashboard
- Using the Assessment menu to select Assess

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- 1. Click on the Main Menu Icon.
- 2. Click on the Assess option.

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3. Locate the appropriate pending assessment and click anywhere on the row to reveal its options. Select **Delete**.