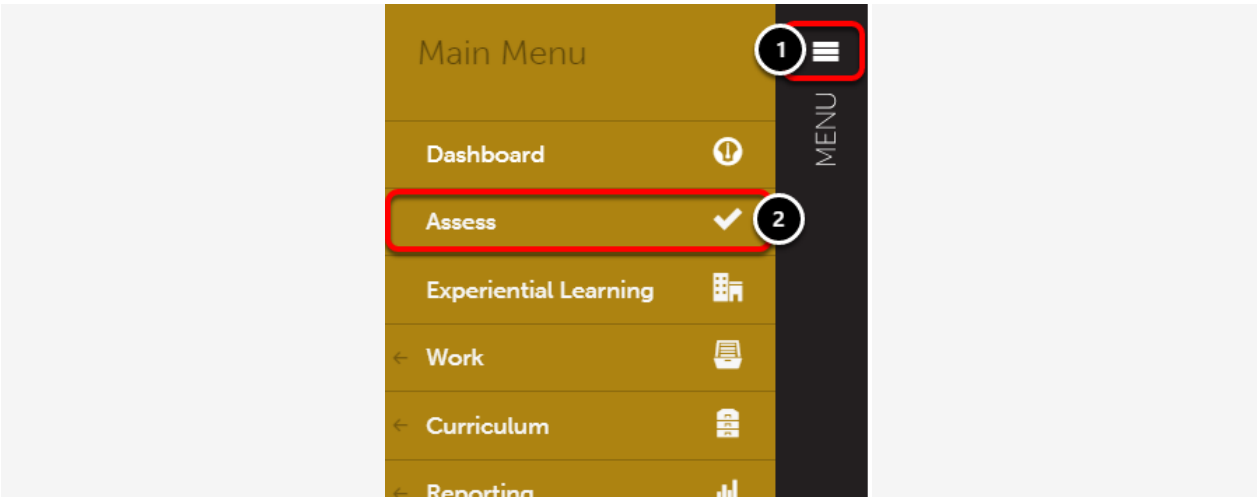
Delete Duplicate Assessments

Step 1: Access Your Pending Assessments

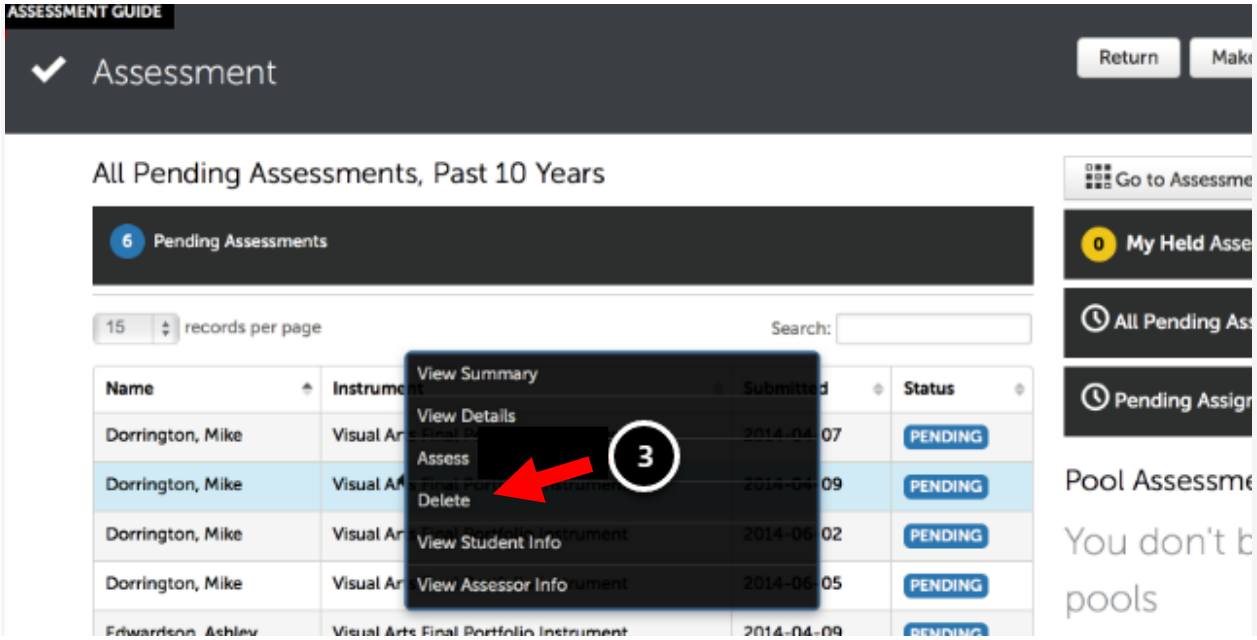
There are two ways to access your Pending Assessments:

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



1. Click on the **Main Menu Icon.**

2. Click on the **Assess** option.



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