

# HOW TO RESIGN YOUR REGISTRATION: 5 EASY STEPS

01.

#### Go to the PT Portal

Access the PT Portal from the homepage of our website or visit **portal.collegept.org**.



02.

### Click Sign In

Click the **SIGN IN** option on the portal landing page.



03.

## **Click Submit a Resignation**

Click on **Submit a Resignation** in your profile.



04.

## **Confirm Resignation**

Enter the reason for resignation and the resignation date. Click **submit**.



05.

#### **Get a Confirmation**

You will get a confirmation email and your registration status will be updated.

