# Applying for an extension on your assessment

## Step 1

Log into the genU Training Online LMS.

## Step 2

Navigate to your course and the unit that you wish to apply an extension.

## Step 3

Download and fill in the “Application form for extension” (PDF and Word available)



## Step 4

Save a copy of your application form.

## Step 5

Select “Submit my application for extension for (Unit)”



## Step 6

Select “Add submission”



## Step 7

Upload completed application for extension form



## Step 8

Select “Submit Assignment”



**Your application for an extension has now been submitted.**

Your coordinator will review your application and you will receive a notification on the LMS to inform you of your application result.