## How do I withdraw from a training?

If you are no longer able to attend an instructor-led training or have accidentally registered for one, you may be able to withdraw with a few easy steps!

1. Locate the training in your transcript. Select the dropdown arrow on the **View Training Details** button the training. Select **Withdraw**.

If the **Withdraw** option is not available contact <u>HRLearning@missouristate.edu</u> - 836-7683 to withdraw the training for you.

3.5 HRS AGGREGATE TRAINING COMPLETED			FISCAL YEAR FND 6/30/2017	NG S.00	
Active •	By Due Date 🔻	All Types 🔻		Search for training	Q,
Search Resul	ts (5)				
	Preventing Sexu Due: 11/22/2016 Sta	al Misconduct (Title I stus: Registered	X)	Launch	
	Word 2016 Part Due: No Due Date S	2(Starts 11/28/2016) tatus: Registered	(	View Trainin Withdraw	1g D •
	Preventing Discr Due: No Due Date S	imination and Haras: tatus: In Progress	ament	View Trainir Lourse	ng Details

2. Select a reason for withdrawal from the drop-down. You may add comments. Select Submit.

Event Name: Word 2016	Part 2	
Date / Time: (1) 11/28/2	016 8:30 AM - 11/28/2016 3:30 PM	
Location: Cheek Hall	100	
SESSION WITHDRAWAL OPTIONS		
Please select a reason 🔻		
Please select a reason		
Other		
Found Nore Appropriate Training		
Inclement Weather		
Leaving the University		
Personal Reasons		
Work Conflict		

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3. You will be redirected back to your transcript, where you will see the training listed with a status of *Withdrawn*. If another session is available, you will have an option to **Select a Session**. Select a new session if necessary.



4. The training will still appear under the Active folder in your Transcript. To move the withdrawn training to your Archived folder to clean up the Active folder on your transcript, select the drop-down arrow beside the session again, and select **View Training Details**.

	<b>3.5 HRS</b> AGGREGATE TRAINING COMPLETED	6/30/2017	\$.00	
Active •	By Due Date ▼ All Types ▼		Search for training	Q
earch Resu	its (5)			
	Preventing Sexual Misconduct (1 Due: 11/22/2016 Status: Registered	Fitle IX)	Launch	•
	Word 2016 Part 2(Starts 11/28/2 Due: No Due Date Status: Withdrawn	2016)	Select Session	•
			Select Session View Training De	tails
	Preventing Discrimination and H Due: No Due Date Status: In Progress	larassment	Launch	·

5. You will be redirected to the Training Details page. Select **Move to Archived Transcript** in the top right corner to move the withdrawn training to your Archived Transcript.

