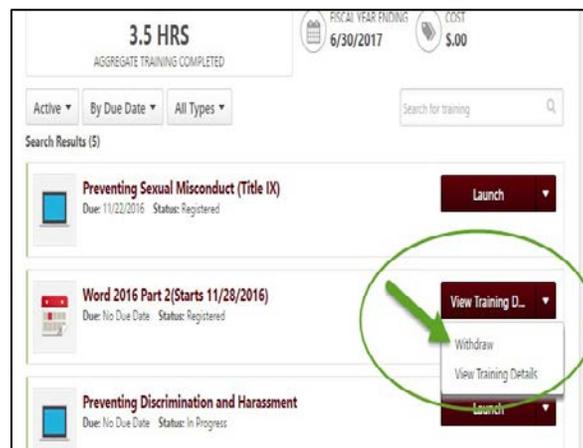


How do I withdraw from a training?

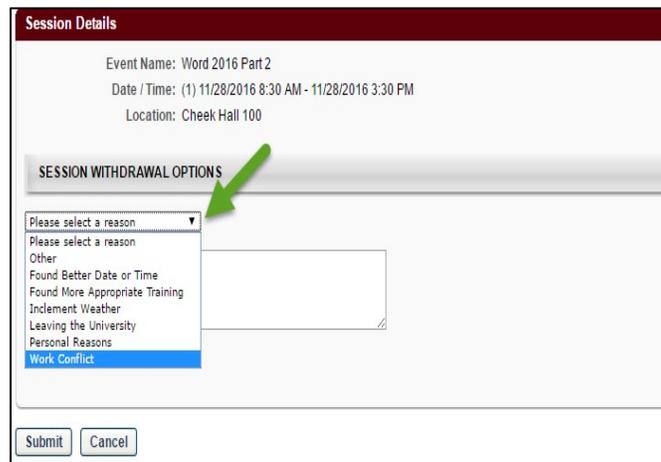
If you are no longer able to attend an instructor-led training or have accidentally registered for one, you may be able to withdraw with a few easy steps!

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

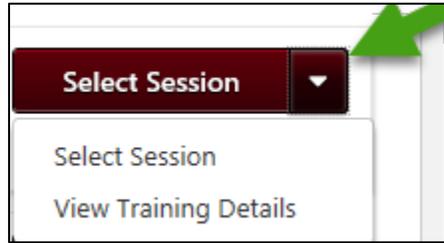
If the **Withdraw** option is not available contact HRLearning@missouristate.edu - 836-7683 to withdraw the training for you.



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



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 You will be redirected back to your transcript, where you will see the training listed with a status of *Withdrawn*.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 To move the withdrawn training to your Archived folder to clean up the Active folder on your transcript, select the drop-down arrow beside the session again, and select **View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**.



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 Select **Move to Archived Transcript** in the top right corner to move the withdrawn training to your Archived Transcript.

