



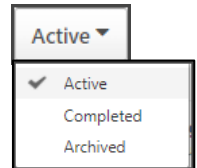
## Withdraw from Training

If you are no longer able to attend a training session, please withdraw yourself from that session so that the seat is made available for someone else.



In instances where a session has a waitlist, NOT withdrawing prevents the next person on the waitlist from having the opportunity to attend.

1. From the menu, select **Learning**, then select **Transcript**.
2. Ensure the **Active** transcript type is selected or select the Active transcript option from the dropdown.
3. Select the **View Training Details** dropdown on far right of the course title.
4. Select the **Withdraw** option from the dropdown menu.



	<b>Training Title</b> (Starts 12/8/2020)	<b>View Training D...</b> ▾
	Due: No Due Date    Status: Registered	Withdraw
		View Training Details