

# Withdrawing from an Instructor-Led Event

If you have registered for a training session you can no longer attend, please withdraw your registration so the seat is made available for others. Follow the steps below to withdraw from an instructor-led session.

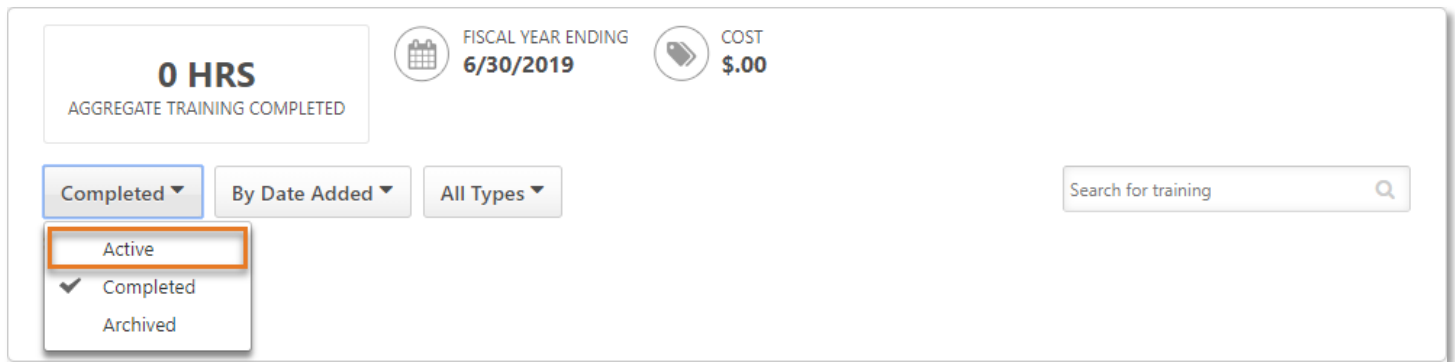
## Step 1 – Log In to MyCareer@PCC

Log in to MyCareer@PCC with your SSO credentials by visiting [www.pcc.edu/mycareer](http://www.pcc.edu/mycareer)


## Step 2 – Navigate to your “Active” Transcript

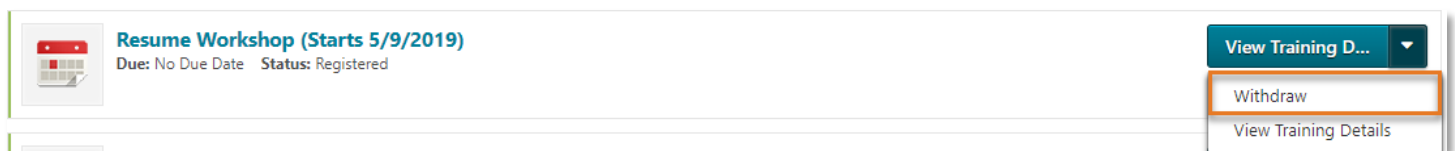
From the **Welcome Page**, click the orange **Completed Training** button (  ). This will redirect you to your **Transcript** where you will see any training items you have completed.


To view upcoming events, navigate to the “active” items on your transcript by selecting “Active” from the dropdown menu.



## Step 3 – Withdraw from Session

Now you will see all of your “active” training items; this includes online courses and curricula with a status of “in progress” as well as upcoming sessions. Find the session from which you would like to withdraw and click the teal down-arrow (  ) to reveal additional options. Select “Withdraw” from the list.



You will be redirected to the **Withdraw Registration** page. Select a reason for withdrawal from the dropdown menu and add a comment if you would like. Click the **Submit** button (  ) to complete the withdrawal. Upon submission, you will be return to your transcript. When you return to the “active” items list, the session will be in a status of “Withdrawn.”