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 – 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.

![Image of Transcript Page](image)

**Step 2 – 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.

![Image of Withdraw Registration Page](image)

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 When you return to the “active” items list, the session will be in a status of “Withdrawn.”