1. Move your mouse over the Learning tab and select View Your Transcript.



2. Open the appropriate Curriculum by selecting **Open Curriculum.** 



3. Select Withdraw under the Options heading for the appropriate session.

Curriculum						
View  All Training  Activated Training  Not Activ	vated Training					
TITLE (CLICK ON $\ensuremath{\widehat{\mathbb{G}}}$ TO SEE COURSE DESCRIPTION)	ТҮРЕ	DUE	EXCUSED	STATUS	OPTIONS	DETAILS
Workplace Ethics	Session	None	No	Registered	Withdraw	<b>B</b>

- 4. Select a reason from the drop down box to show why you are withdrawing from the session.
- 5. Select Submit.
- 6. Your Transcript will show that you have withdrawn from the session under the Status column.

