How to Withdraw from an Instructor Lead Training (ILT) Course

Displayed below are step-by-step instructions to withdraw from an ILT course. If you are unable to withdraw a session, please contact Employee Training Center for further assistance.

**Instructions**

<table>
<thead>
<tr>
<th>Step 1:</th>
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<tbody>
<tr>
<td>To withdraw from an ILT, make sure you are on your ETC Dashboard and select ‘Instruction Led Training Sessions’.</td>
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</tbody>
</table>

**Screen Shots**

- **Step 1: Screen Shot**
  
  - To withdraw from an ILT, make sure you are on your ETC Dashboard and select ‘Instruction Led Training Sessions’.
  
- **Step 2: Screen Shot**
  
  - The page will show the list of classes. Find the class you would like to withdraw by clicking on the next arrow below.
  
  **Note:** The triangle pointing to the right is “Next Page.”
  
  The triangle pointing to the right with a line is “Last Page.”

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Step 3:
Once you find the class you want to withdraw from, click on Actions.

Once you find it, select ‘Details’ and the Session will open.

Step 4:
Three options will show when you select Actions.

There should be a Withdraw option if you enrolled into the session. Select Withdraw.

Once you select Withdraw, you will no longer be enrolled into the ILT, and will receive an email as a confirmation of your withdrawal.