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

Displayed below are step-by-step instructions to withdraw from an ILT course when it is already saved on your Personal Learning Tab. If your training is not saved on your Personal Learning Tab, please contact the Employee Training Center or the Course Owner to further direct you with withdrawal from an ILT course.

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> To withdraw from an ILT, make sure you are on your ETC Dashboard and select ‘View My Plan’.</td>
<td></td>
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</tbody>
</table>

![Step 1 Screen Shot](image1)

| **Step 2:** The page will refresh, then select ‘Personal Learning’. |

![Step 2 Screen Shot](image2)
### Instructions

**Step 3:**
Look for the ILT that you want to withdraw from.

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

### Screen Shots

![Image 1: Details button highlighted](image1)

**Step 4:**
Select ‘Withdraw’ and you will no longer be enrolled into the ILT.

![Image 2: Withdraw button highlighted](image2)
### Instructions

**Step 5:** To remove the course from your Personal Learning Plan, select ‘View My Plan’.

**Step 6:** Under the session select ‘More Actions’, then ‘Remove’.
### Instructions

**Step 7:**
Confirm that you do want to delete this item.

**Step 8:**
The page will refresh and display any of your current enrollments if you are enrolled.

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<td><strong>Step 8:</strong> The page will refresh and display any of your current enrollments if you are enrolled.</td>
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