



CALIFORNIA STATE UNIVERSITY, FULLERTON

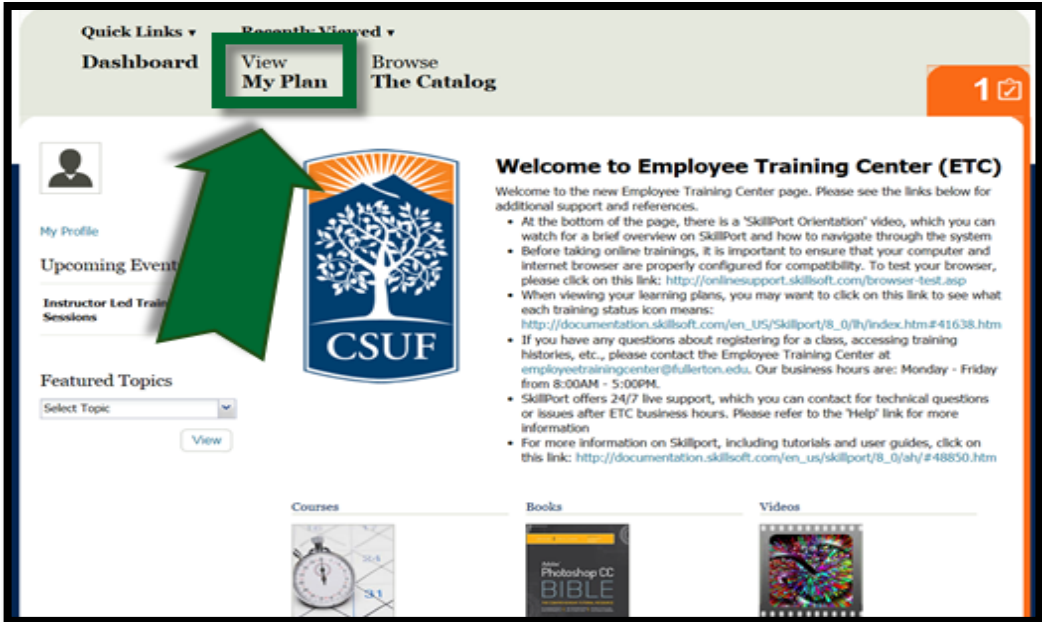

Division of Administration and Finance

Administration of Finance Information Technology • 657-278-3737 • Fax 657-278-5599

Employee Training Center • employetrainingcenter@fullerton.edu • 657-278-2064

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.

Instructions	Screen Shots
<p>Step 1: To withdraw from an ILT, make sure you are on your ETC Dashboard and select 'View My Plan'.</p>	
<p>Step 2: The page will refresh, then select 'Personal Learning'.</p>	

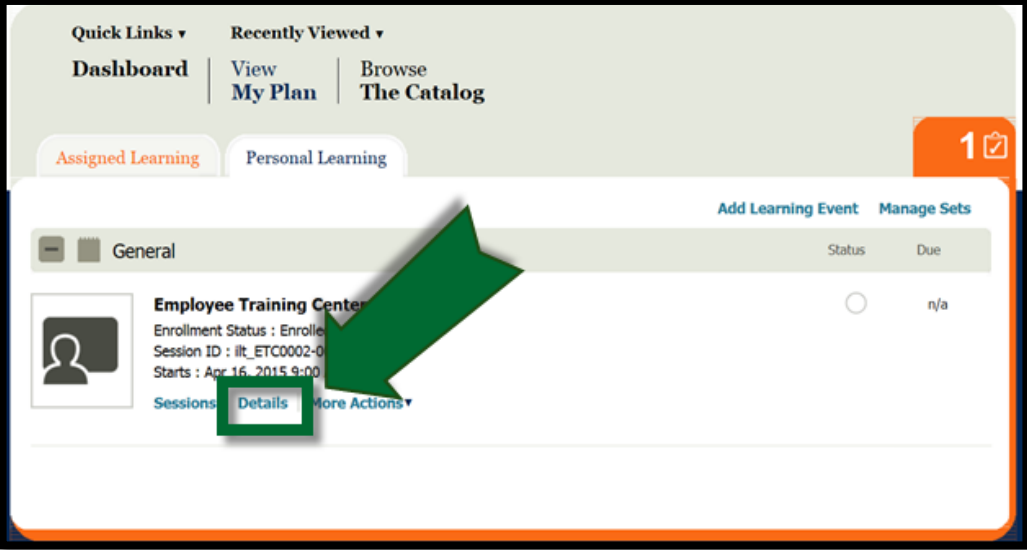
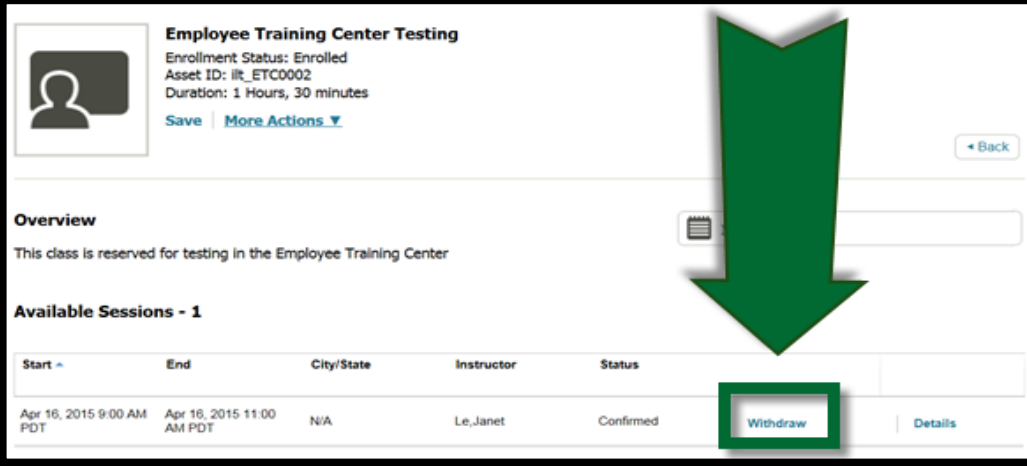


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<p>Step 3: Look for the ILT that you want to withdraw from.</p> <p>Once you find it, select 'Details' and the Session will open.</p>	 <p>The screenshot shows a user interface for the Employee Training Center. At the top, there are navigation links: 'Quick Links', 'Recently Viewed', 'Dashboard', 'View My Plan', and 'Browse The Catalog'. Below these are tabs for 'Assigned Learning' and 'Personal Learning'. A notification badge shows '1'. The main content area is titled 'General' and shows details for an 'Employee Training Center' session. The details include 'Enrollment Status: Enrolled', 'Session ID: ilt_ETC0002-0', and 'Starts: Apr 16, 2015 9:00'. At the bottom of this section, there are three buttons: 'Sessions', 'Details' (highlighted with a green box and a green arrow), and 'More Actions'.</p>												
<p>Step 4: Select 'Withdraw' and you will no longer be enrolled into the ILT.</p>	 <p>The screenshot shows the 'Employee Training Center Testing' page. It includes a header with 'Employee Training Center Testing', 'Enrollment Status: Enrolled', 'Asset ID: ilt_ETC0002', and 'Duration: 1 Hours, 30 minutes'. Below this is an 'Overview' section stating 'This class is reserved for testing in the Employee Training Center'. The 'Available Sessions - 1' section contains a table with session details. The 'Withdraw' button is highlighted with a green box and a green arrow.</p> <table border="1"><thead><tr><th>Start</th><th>End</th><th>City/State</th><th>Instructor</th><th>Status</th><th></th></tr></thead><tbody><tr><td>Apr 16, 2015 9:00 AM PDT</td><td>Apr 16, 2015 11:00 AM PDT</td><td>N/A</td><td>Le, Janet</td><td>Confirmed</td><td>Withdraw Details</td></tr></tbody></table>	Start	End	City/State	Instructor	Status		Apr 16, 2015 9:00 AM PDT	Apr 16, 2015 11:00 AM PDT	N/A	Le, Janet	Confirmed	Withdraw Details
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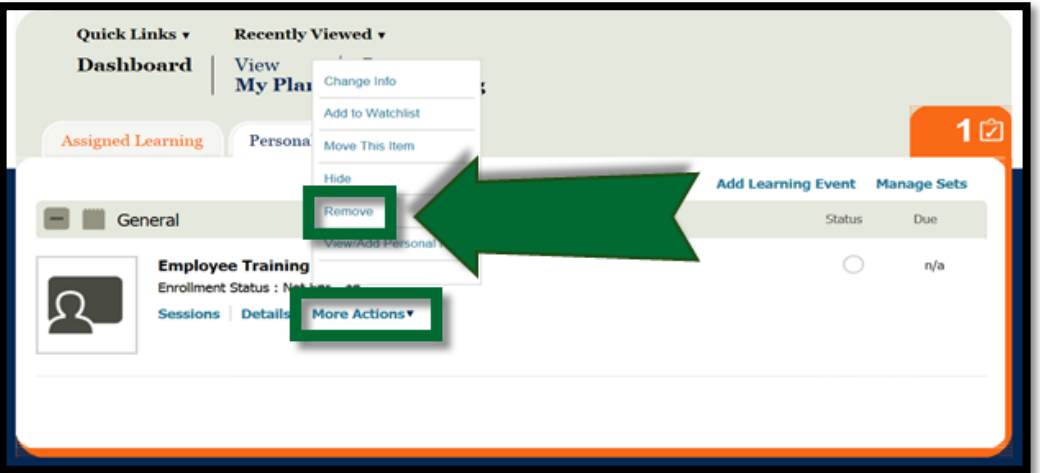


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<p>Step 5: To remove the course from your Personal Learning Plan, select 'View My Plan'.</p>	 <p>The screenshot shows the top navigation bar with 'Quick Links' and 'Recently Viewed' dropdowns. Below these are 'Dashboard', 'View My Plan' (highlighted with a green box), and 'Browse The Catalog'. A large green arrow points from the 'View My Plan' button down towards the course details section.</p>
<p>Step 6: Under the session select 'More Actions', then 'Remove'.</p>	 <p>The screenshot shows the 'View My Plan' page with a dropdown menu open over the 'Employee Training' session. The menu options are 'Change Info', 'Add to Watchlist', 'Move This Item', 'Hide', and 'Remove' (highlighted with a green box). A large green arrow points from the 'Remove' option towards the left. Below the menu, the 'More Actions' button is also highlighted with a green box.</p>

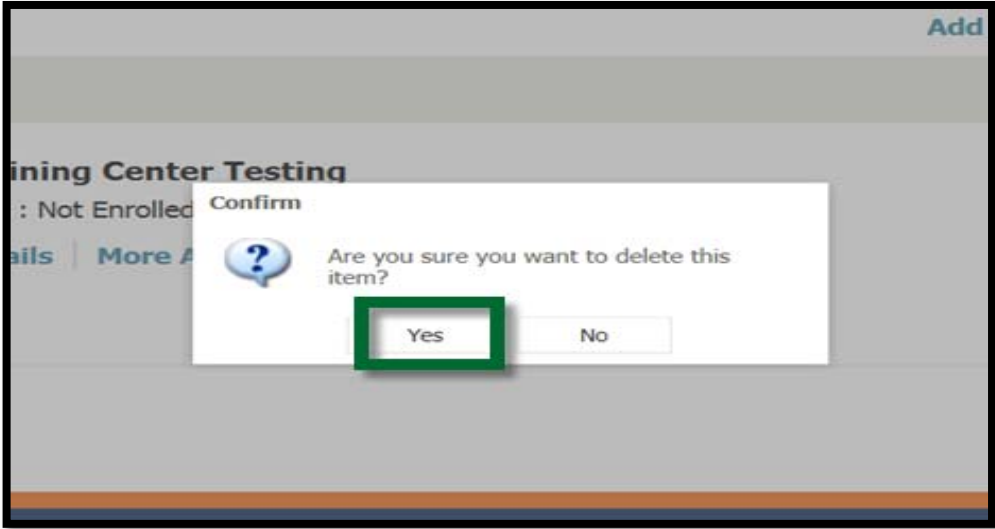


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<p>Step 7: Confirm that you do want to delete this item.</p>	
<p>Step 8: The page will refresh and display any of your current enrollments if you are enrolled.</p>	