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

1. To withdraw from an ILT, make sure you are on your ETC Dashboard and select View My Plan.

2. The page will refresh, then select Personal Learning.
3. Look for the ILT that you want to withdraw from.
4. Once you find it, select Details and the Session will open.

5. Select Withdraw and you will no longer be enrolled into the ILT.
6. To remove the course from your Personal Learning Plan, select View My Plan.

7. Under the session select More Actions, then Remove.
8. Confirm that you do want to delete this item.

9. The page will refresh and display any of your current enrollments if you are enrolled.