How to Withdraw from an Online Training Course

1. To withdraw from an Online Training, 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 class that you want to withdraw from.
4. Once you find it, select ‘More Actions’.

5. Select ‘Remove’ and you will no longer have this online training saved to your learning plan.
6. Confirm that you want to delete this course. Select ‘yes’.

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