



# CALIFORNIA STATE UNIVERSITY, FULLERTON

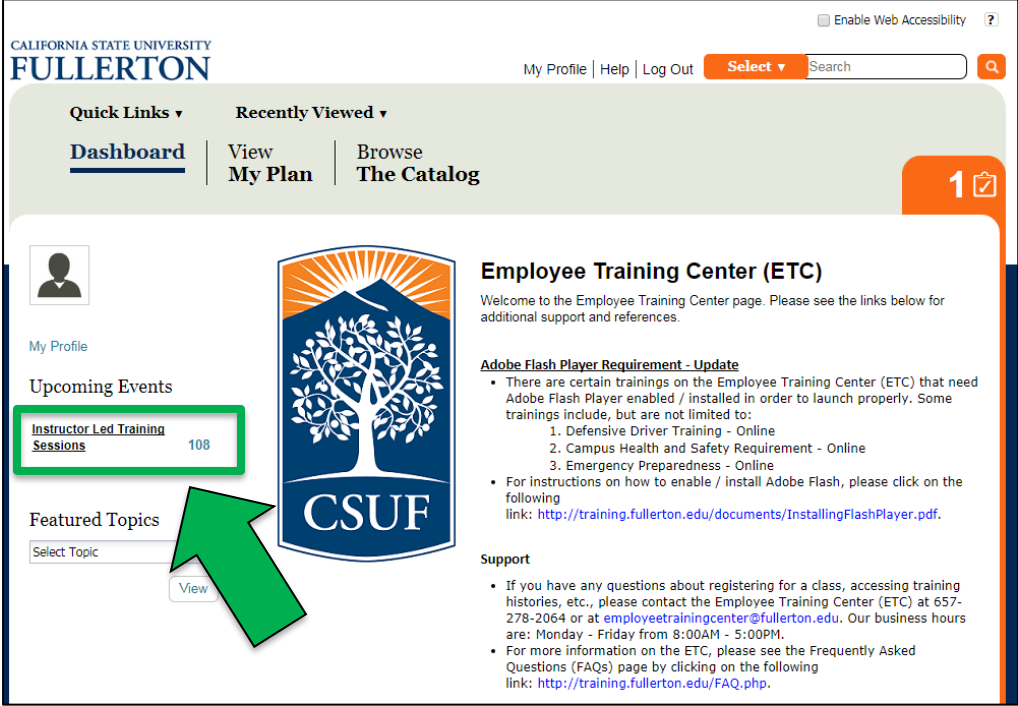
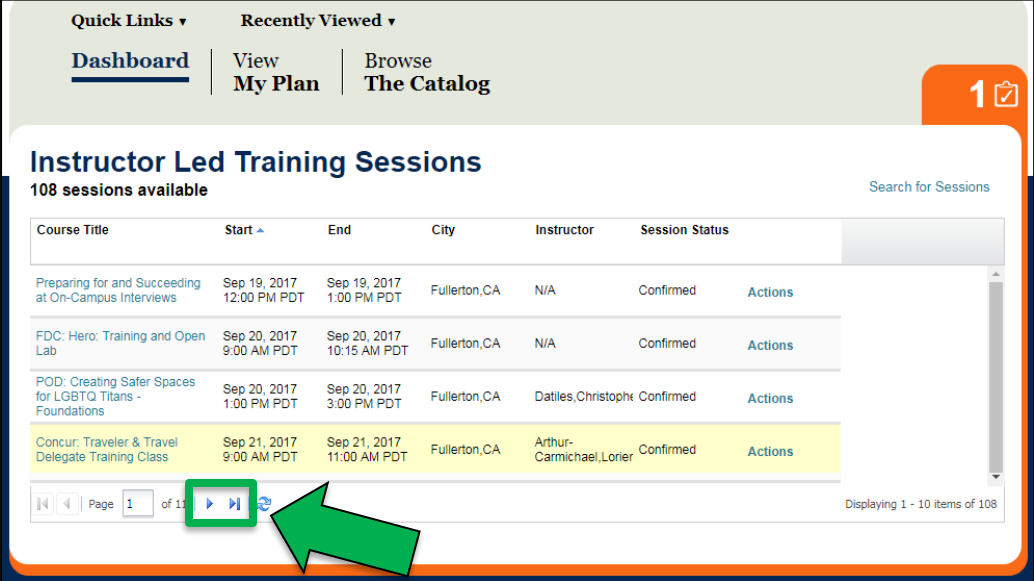
Division of Administration and Finance

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. If you are unable to withdraw a session, please contact Employee Training Center for further assistance.

Instructions	Screen Shots																																			
<p><b>Step 1:</b> To withdraw from an ILT, make sure you are on your ETC Dashboard and select 'Instructor Led Training Sessions'.</p>																																				
<p><b>Step 2:</b> The page will show the list of classes. Find the class you would like to withdraw by clicking on the next arrow below.</p> <p><b>Note:</b> The triangle pointing to the right is "Next Page." The triangle pointing to the right with a line is "Last Page."</p>	 <table border="1" data-bbox="532 1518 1502 1780"> <thead> <tr> <th>Course Title</th> <th>Start</th> <th>End</th> <th>City</th> <th>Instructor</th> <th>Session Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Preparing for and Succeeding at On-Campus Interviews</td> <td>Sep 19, 2017 12:00 PM PDT</td> <td>Sep 19, 2017 1:00 PM PDT</td> <td>Fullerton, CA</td> <td>N/A</td> <td>Confirmed</td> <td>Actions</td> </tr> <tr> <td>FDC: Hero: Training and Open Lab</td> <td>Sep 20, 2017 9:00 AM PDT</td> <td>Sep 20, 2017 10:15 AM PDT</td> <td>Fullerton, CA</td> <td>N/A</td> <td>Confirmed</td> <td>Actions</td> </tr> <tr> <td>POD: Creating Safer Spaces for LGBTQ Titans - Foundations</td> <td>Sep 20, 2017 1:00 PM PDT</td> <td>Sep 20, 2017 3:00 PM PDT</td> <td>Fullerton, CA</td> <td>Datiles, Christoph</td> <td>Confirmed</td> <td>Actions</td> </tr> <tr> <td>Concur: Traveler &amp; Travel Delegate Training Class</td> <td>Sep 21, 2017 9:00 AM PDT</td> <td>Sep 21, 2017 11:00 AM PDT</td> <td>Fullerton, CA</td> <td>Arthur-Carmichael, Lorier</td> <td>Confirmed</td> <td>Actions</td> </tr> </tbody> </table>	Course Title	Start	End	City	Instructor	Session Status		Preparing for and Succeeding at On-Campus Interviews	Sep 19, 2017 12:00 PM PDT	Sep 19, 2017 1:00 PM PDT	Fullerton, CA	N/A	Confirmed	Actions	FDC: Hero: Training and Open Lab	Sep 20, 2017 9:00 AM PDT	Sep 20, 2017 10:15 AM PDT	Fullerton, CA	N/A	Confirmed	Actions	POD: Creating Safer Spaces for LGBTQ Titans - Foundations	Sep 20, 2017 1:00 PM PDT	Sep 20, 2017 3:00 PM PDT	Fullerton, CA	Datiles, Christoph	Confirmed	Actions	Concur: Traveler & Travel Delegate Training Class	Sep 21, 2017 9:00 AM PDT	Sep 21, 2017 11:00 AM PDT	Fullerton, CA	Arthur-Carmichael, Lorier	Confirmed	Actions
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## Instructions

### 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.

## Screen Shots

Quick Links ▾ Recently Viewed ▾

Dashboard | View My Plan | Browse The Catalog

**Instructor Led Training Sessions**  
108 sessions available

Search for Sessions

Course Title	Start	End	City	Instructor	Session Status	
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### 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.

Quick Links ▾ Recently Viewed ▾

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Preparing for and Succeeding at On-Campus Interviews	Sep 19, 2017 12:00 PM PDT	Sep 19, 2017 1:00 PM PDT	Fullerton, CA	N/A	Confirmed	View Session Details
FDC: Hero: Training and Open Lab	Sep 20, 2017 9:00 AM PDT	Sep 20, 2017 10:15 AM PDT	Fullerton, CA	N/A	Confirmed	Withdraw
POD: Creating Safer Spaces for LGBTQ Titans - Foundations	Sep 20, 2017 1:00 PM PDT	Sep 20, 2017 3:00 PM PDT	Fullerton, CA	Datiles, Christophe	Confirmed	Save to My Learning Plan
Concur: Traveler & Travel Delegate Training Class	Sep 21, 2017 9:00 AM PDT	Sep 21, 2017 11:00 AM PDT	Fullerton, CA	Arthur-Carmichael, Lorier	Confirmed	Actions

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