



# CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance

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

Employee Training Center • [employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu) • 657-278-2064

## 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'.

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**Employee Training Center (ETC)**  
Welcome to the new Employee Training Center page. Please see the links below for additional support and references.

Support

- If you have any questions about registering for a class, accessing training histories, etc., please contact the Employee Training Center at [employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu). Our business hours are: Monday - Friday from 8:00AM - 5:00PM.
- There is also 24/7 live support, which you can contact for technical issues after ETC business hours. Please refer to the 'Help' link for more information.

Highlights

- Video- The 'SkillPort Orientation' video is a brief overview of the new ETC and how to navigate through the system.

ETC Certificates Prior to June 1st

- As of June 15th, you will be able to see all training history from 05/29/15 and prior in the ETC.
- In the meantime, you can click on this link to print your training certificates and view course history prior to June 1st:  
<http://afitwebtest.fullerton.edu:850/ETCHistory>

2. The page will refresh, then select 'Personal Learning'.

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Assigned Learning **Personal Learning**

Add Learning Event Manage Sets

	General	Status	Due
	<b>Skillport Access Training</b> Enrollment Status : Not Enrolled <a href="#">Sessions</a>   <a href="#">Details</a>   <a href="#">More Actions ▾</a>	●	n/a
	<b>Campus Health and Safety Requirements - Online</b> Custom - Course: 40 Minutes <a href="#">Details</a>   <a href="#">Launch</a>   <a href="#">More Actions ▾</a>	●	n/a



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3. Look for the class that you want to withdraw from.
4. Once you find it, select 'More Actions'.

The screenshot shows a user interface with two tabs: 'Assigned Learning' (active) and 'Personal Learning'. At the top right, there are links for 'Add Learning Event' and 'Manage Sets'. Below this is a 'General' section with a table of learning events. The table has columns for 'Status' and 'Due'. Two items are listed:

	Status	Due
<b>Skillport Access Training</b> Enrollment Status : Not Enrolled <a href="#">Sessions</a>   <a href="#">Details</a>   <a href="#">More Actions</a>	●	n/a
<b>Campus Health and Safety Requirements - Online</b> Custom - Course: 40 Minutes <a href="#">Details</a>   <a href="#">Launch</a>   <a href="#">More Actions</a>	●	n/a

The 'More Actions' button for the second item is highlighted with a green box, and a large green arrow points to it from the right.

5. Select 'Remove' and you will no longer have this online-training saved to your learning plan.

This screenshot is similar to the previous one, but the 'More Actions' dropdown menu is open for the 'Campus Health and Safety Requirements - Online' item. The menu options are:

- Change Info
- Move This Item
- Hide
- Remove** (highlighted with a green box)
- View/Add Personal Note

A large green arrow points to the 'Remove' option from the right.



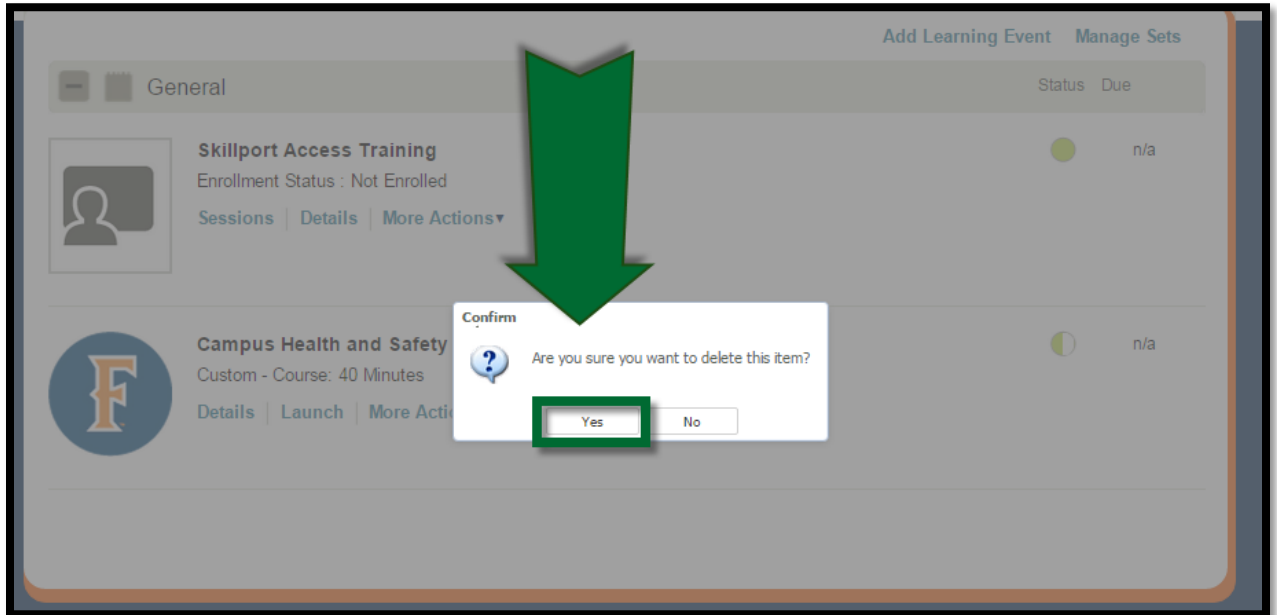
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6. Confirm that you want to delete this course. Select 'yes'.



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

