

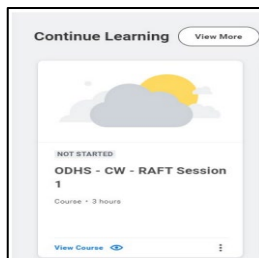
WDL: Cancel Course Registration

Workday Learning will only allow a learner to register for one offering per course. If you registered for a training session that will be delivered live and unable to attend; you will need to cancel the current registration before selecting a different offering of the course.

To Cancel Registration:

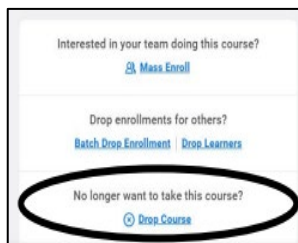
Step 1: [Workday Login](#)

Step 2: Locate the course you need to reschedule under the **Continue Learning** section.

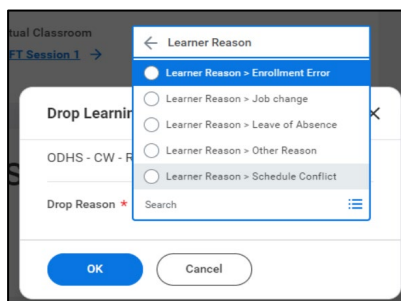


Step 3: Click on **View Course**.

Step 4: Click on **Drop Course**.

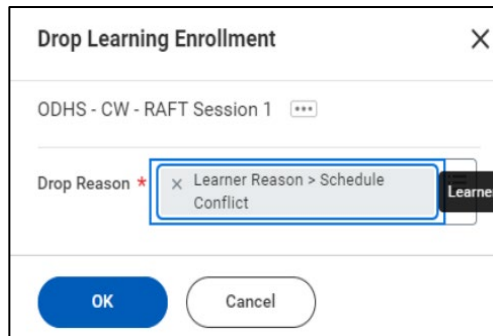


Step 5: Click in the **Drop Reason** field and select a drop reason from the menu.



WDL: Cancel Course Registration

Step 6: Click OK.



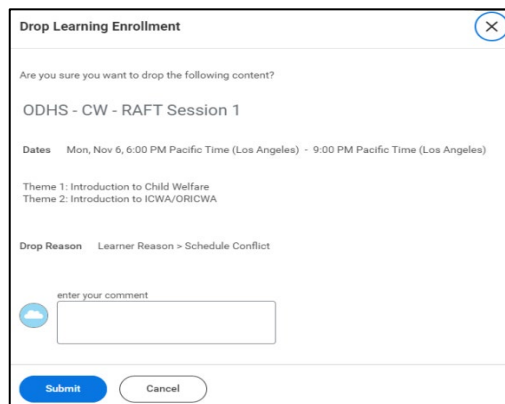
Drop Learning Enrollment [X]

ODHS - CW - RAFT Session 1 [...]

Drop Reason * [X] Learner Reason > Schedule Conflict [Learner]

OK **Cancel**

Step 7: Click Submit.



Drop Learning Enrollment [X]

Are you sure you want to drop the following content?

ODHS - CW - RAFT Session 1

Dates Mon, Nov 6, 6:00 PM Pacific Time (Los Angeles) - 9:00 PM Pacific Time (Los Angeles)

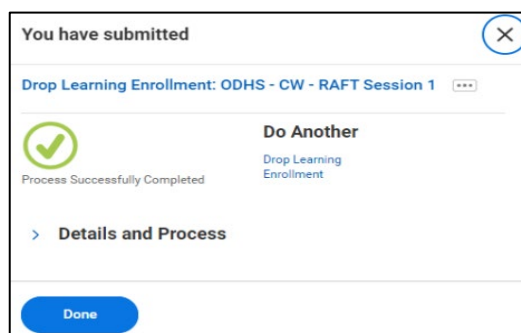
Theme 1: Introduction to Child Welfare
Theme 2: Introduction to ICWA/ORICWA

Drop Reason Learner Reason > Schedule Conflict

enter your comment


Submit **Cancel**

Step 8: Click Done.



You have submitted [X]

Drop Learning Enrollment: ODHS - CW - RAFT Session 1 [...]

 **Do Another**
Process Successfully Completed Drop Learning Enrollment

> **Details and Process**

Done

Step 9: After you have canceled registration; conduct search, select offering and register for a new date and time of the course.