

# Workday Learning Guía de aprendizaje para Familias de Apoyo



## Cómo cancelar un registro de curso y volver a inscribirse en una offering diferente del mismo curso

Workday Learning solo te permitirá inscribirte en un offering por curso. Si te registraste para una sesión de RAFT o Capacitacion Continua en vivo a través de Zoom y necesitas reprogramar, tendrás que cancelar el registro actual antes de seleccionar una oferta diferente del curso.

Vea el ejemplo a continuación para cancelar la sesión RAFT 1

---

**Paso 1: Inicie sesión en Workday..**

**Paso 2:** Localizar el curso que necesita para reprogramar en “**Continue Learning**”

A screenshot of the Workday Learning interface under the 'Continue Learning' section. At the top, there is a 'View More' button. Below it is a thumbnail image of a sun and clouds. The course details are listed: 'NOT STARTED', 'ODHS - CW - RAFT Session 1', and 'Course • 3 hours'. At the bottom, there is a 'View Course' button with a magnifying glass icon and a three-dot menu icon.

**Paso 3:** Haga clic en “View Course”

## Paso 4: Haga clic en “Drop Course”

ODHS - CW - RAFT Session 1

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

Lessons in This Course Additional Course Details

Lessons in This Course Completed 0/2

1 [RAFT Participant Guide](#) →  
[RAFT Participant Guide](#) Optional Document File Attached

2 [RAFT Session 1](#) →  
Theme 1: Introduction to Child Welfare  
Theme 2: Introduction to ICWA/ORICWA Virtual Classroom 3 hours

NOT STARTED

Duration 3 hours Lessons 2

Delivery Mode Hybrid

CONTACTS

Lacey Davis Contact Person

Show All (2)

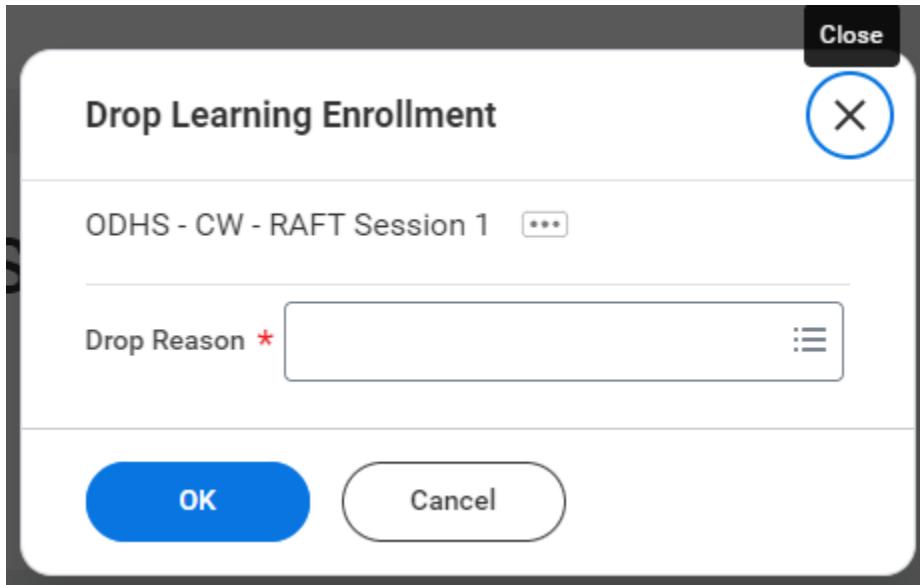
Save

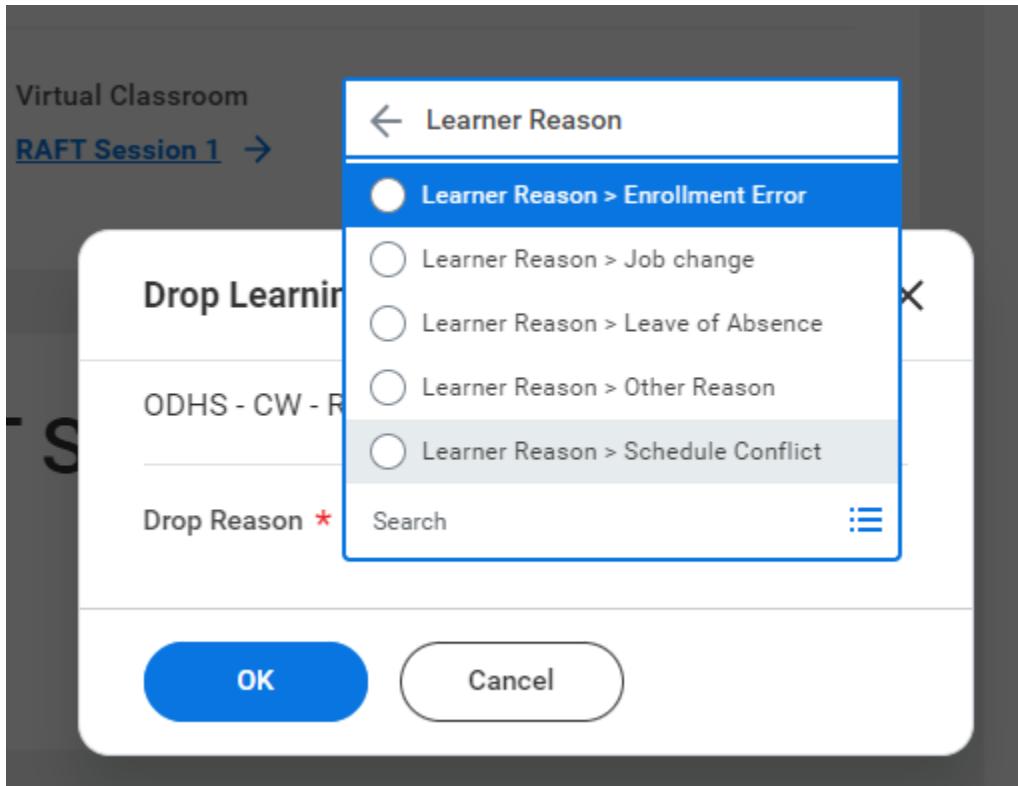
Interested in your team doing this course?  
[Mass Enroll](#)

Drop enrollments for others?  
[Batch Drop Enrollment](#) | [Drop Learners](#)

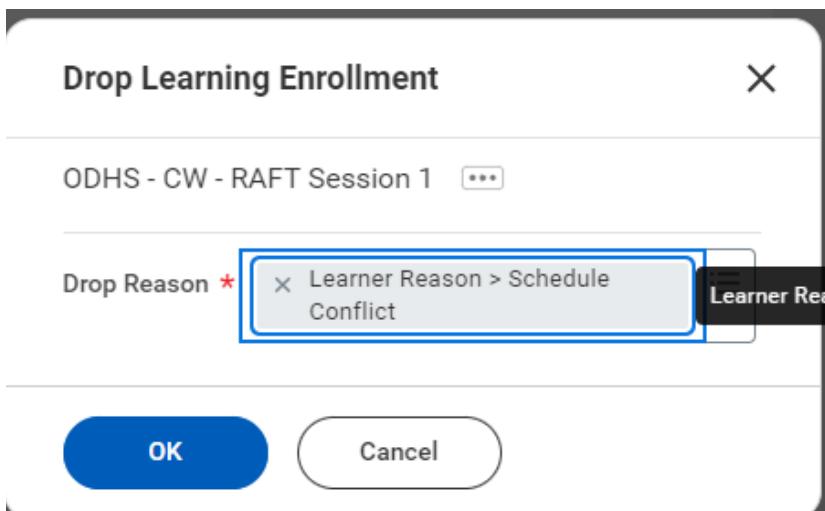
No longer want to take this course?  
[Drop Course](#)

**Paso 5:** Seleccione una razón en el menú “Drop Reason” - cualquier razón aplicable funcionará.





## Paso 6: haga clic en “Ok”



## Paso 7: haga clic en “Submit”

Drop Learning Enrollment 

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 

## Paso 8: haga clic en “done”

You have submitted 

Drop Learning Enrollment: ODHS - CW - RAFT Session 1 

 Process Successfully Completed

**Do Another** 

> Details and Process



## Paso 9: Siga las instrucciones para inscribirse en un curso para seleccionar una nueva offering.