

Workday Learning Guía de aprendizaje para Familias de Apoyo

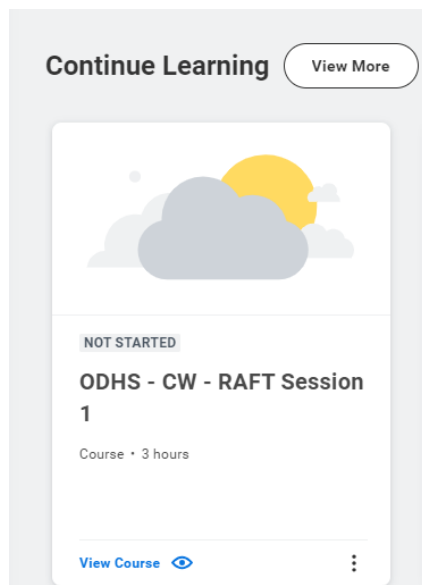
Cómo cancelar un registro de curso y volver a inscribirse en una offering diferente del mismo curso

Workday Learning solo te permitirá inscribirte en un offering por curso. Si te registraste para una sesión de RAFT o Capacitación 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”



Paso 3: haga clic en “View Course”

Paso 4: haga clic en “Drop Course”

The screenshot shows a course page for "ODHS - CW - RAFT Session 1". The course details include "Theme 1: Introduction to Child Welfare" and "Theme 2: Introduction to ICWA/ORICWA". The course is marked as "NOT STARTED" and has a duration of "3 hours" and "2 Lessons". The delivery mode is "Hybrid". The contact person is "Lacey Davis". The course is currently "Completed 0/2". The "Drop Course" button is circled in red.

ODHS - CW - RAFT Session 1

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

[Start Course](#)

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.

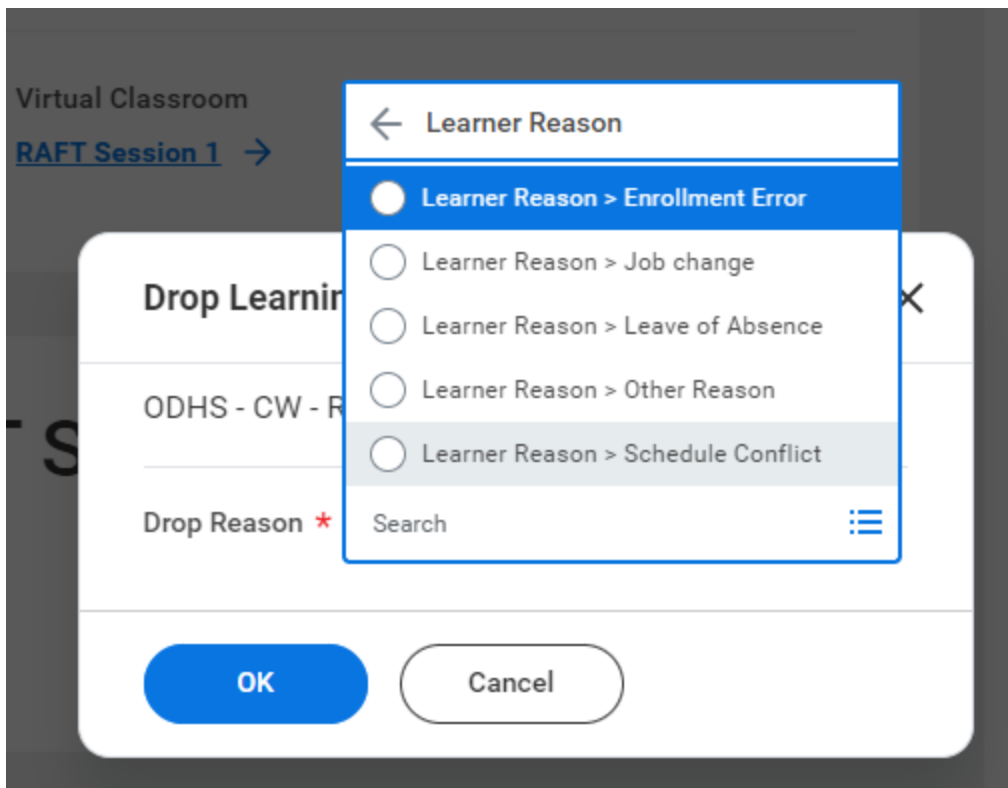
The screenshot shows a "Drop Learning Enrollment" dialog box. The course name "ODHS - CW - RAFT Session 1" is displayed. The "Drop Reason" field is a dropdown menu with a red asterisk indicating it is required. The dialog box has "OK" and "Cancel" buttons at the bottom and a "Close" button in the top right corner.

Drop Learning Enrollment Close

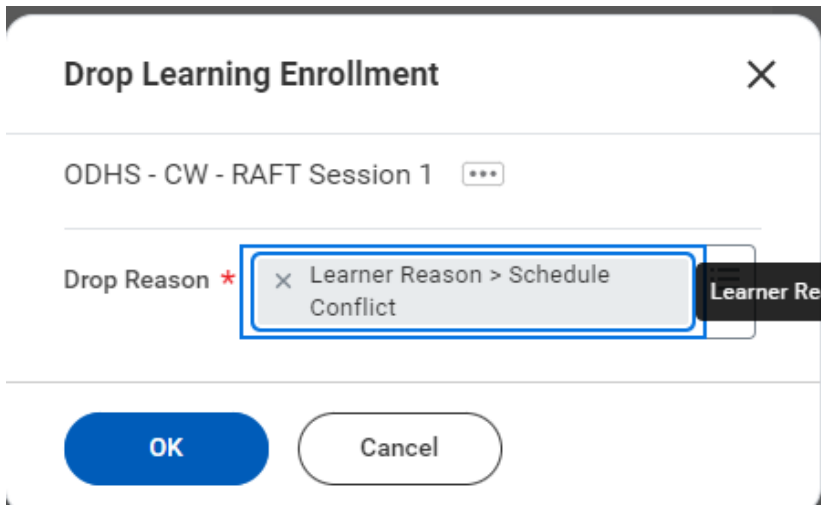
ODHS - CW - RAFT Session 1 ⋮

Drop Reason *


[OK](#) [Cancel](#)



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




Submit **Cancel**

Paso 8: haga clic en “done”

You have submitted 

Drop Learning Enrollment: ODHS - CW - RAFT Session 1 

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

> **Details and Process**

Done

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