

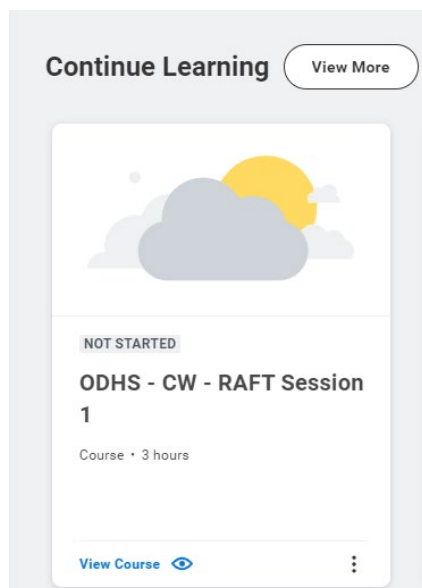
Cómo cancelar un registro de curso y volver a inscribirse en una offering diferente del mismo curso

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**”



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 page is divided into two main sections: "Lessons in This Course" and "Additional Course Details".

Lessons in This Course:

- Lesson 1: [RAFT Participant Guide](#) (Optional, Document File Attached)
- Lesson 2: [RAFT Session 1](#) (Virtual Classroom, 3 hours)

Additional Course Details:

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

Course Information:

- Duration: 3 hours
- Lessons: 2
- Delivery Mode: Hybrid

Contacts:

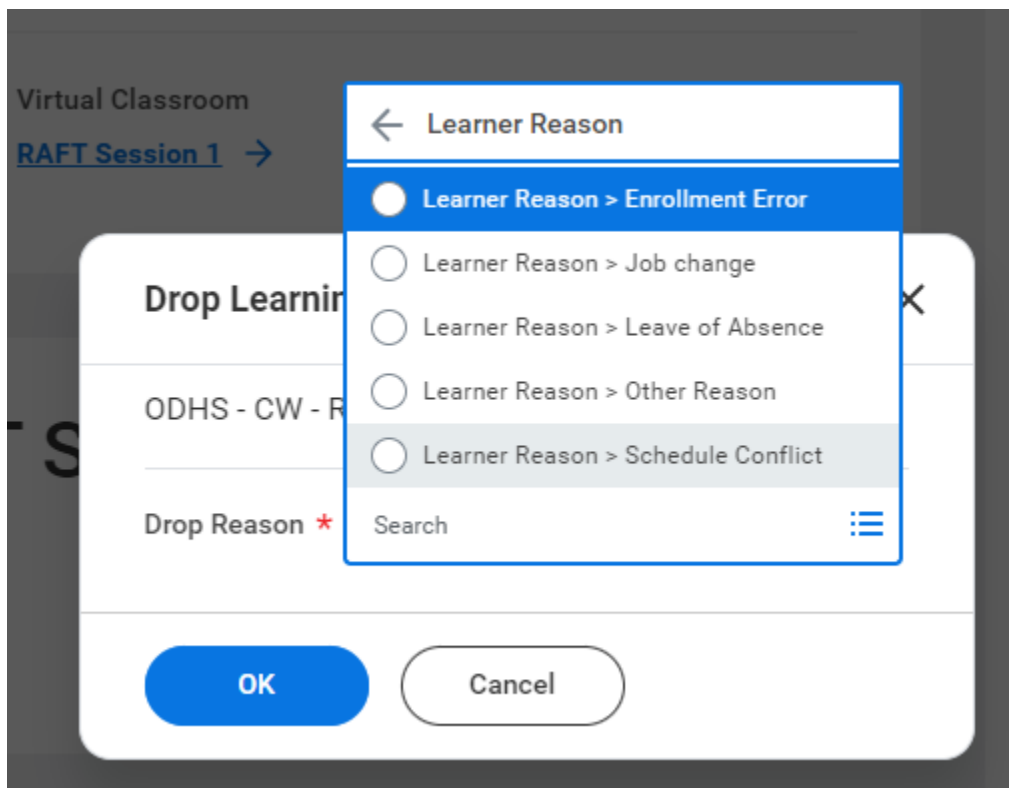
- Lacey Davis (Contact Person)

Actions:

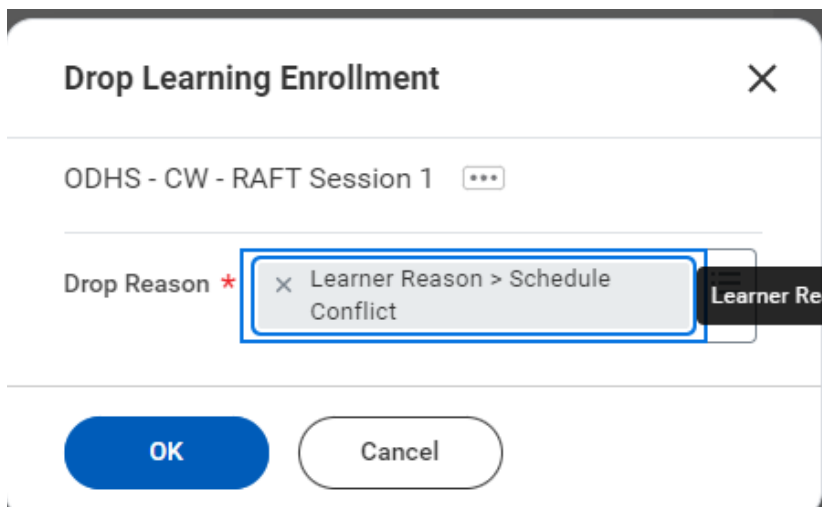
- [Start Course](#)
- [Show All \(2\)](#)
- [Save](#)
- [Mass Enroll](#)
- [Batch Drop Enrollment](#)
- [Drop Learners](#)
- [Drop Course](#) (circled in red)

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

The screenshot shows a "Drop Learning Enrollment" dialog box. The dialog box has a title bar with a "Close" button. The main content area displays the course name "ODHS - CW - RAFT Session 1" and a "Drop Reason" dropdown menu. The dropdown menu is currently open, showing a list of reasons. At the bottom of the dialog box, there are two buttons: "OK" and "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


Process Successfully Completed

Do Another
Drop Learning Enrollment

> Details and Process

Done

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