

WDL: Cancel Course Registration

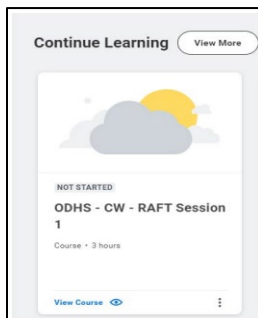
Information:

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.

Example:

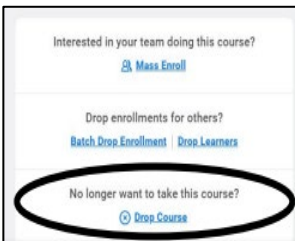
Step 1: [Workday Login](#)

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

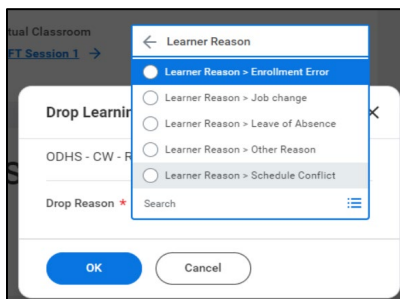


Step 3: Click on **View Course**.

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

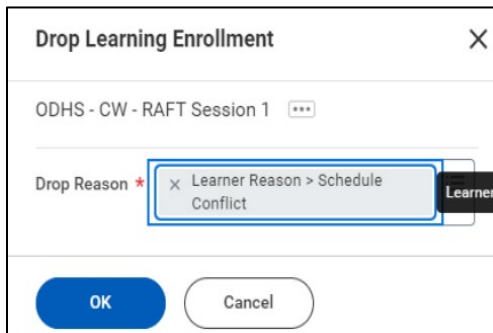


Step 5: Click in the **Drop Reason** field and select a drop reason from the menu.



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Step 6: Click OK.



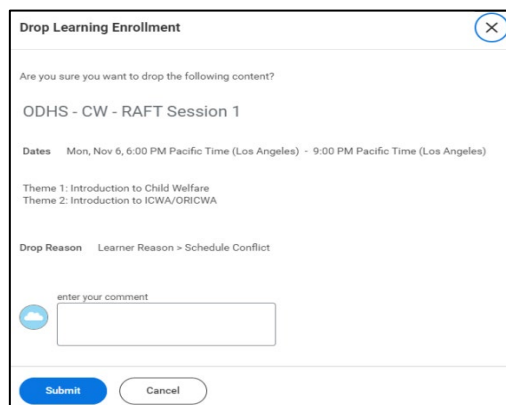
Drop Learning Enrollment

ODHS - CW - RAFT Session 1

Drop Reason * ✕ Learner Reason > Schedule Conflict Learner

OK Cancel

Step 7: Click Submit.



Drop Learning Enrollment

Are you sure you want to drop the following content?

ODHS - CW - RAFT Session 1

Dates Mon, Nov 5, 6:00 PM Pacific Time (Los Angeles) - 9:00 PM Pacific Time (Los Angeles)

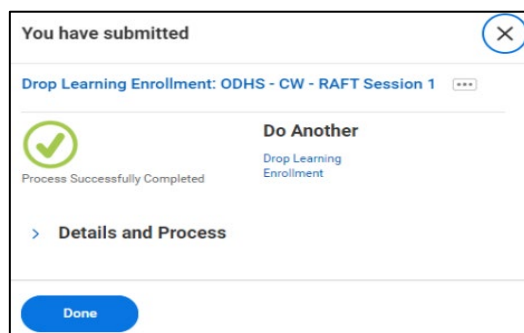
Theme 1: Introduction to Child Welfare
Theme 2: Introduction to ICWA/ORICWA

Drop Reason Learner Reason > Schedule Conflict

enter your comment


Submit Cancel

Step 8: Click Done.



You have submitted

Drop Learning Enrollment: ODHS - CW - RAFT Session 1

 Process Successfully Completed

Do Another
Drop Learning Enrollment

> Details and Process

Done

Step 9: Follow instructions for [Self-Enrollment Learning](#) to select and register for a new offering.