

Drop Enrollment on Mobile

Overview

This job aid explains how to drop learning enrollments.

Who Does This: Employees

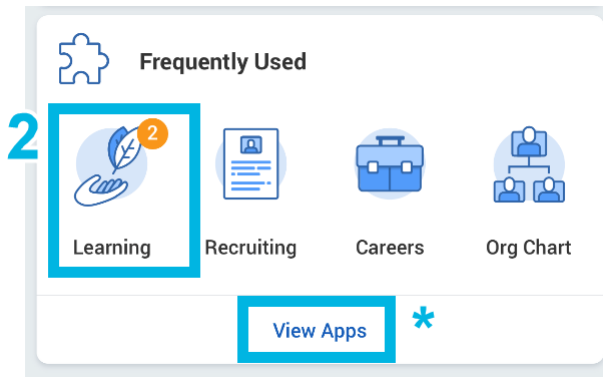
Things to Know:

- Before you begin, if you currently do not have the Workday App installed on your phone, follow the instructions [here](#) before proceeding.
- If you enrolled in content which you no longer want to take, you may drop the content at any time.
- You cannot drop content that is required for you. Contact the applicable [Learning Partner or Learning Coordinator](#) or submit an IT Service Request for assistance.
- If course content is not working, please submit an IT Service Request.



Step 1

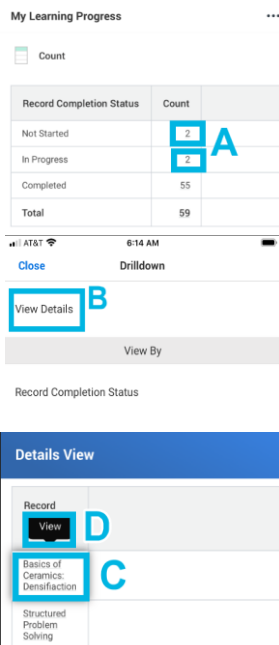
Select the Workday application from your mobile device.



Step 2

Select the **Learning** worklet.

* If you do not see the Learning worklet, select **View Apps**.



Step 3

Access the enrollment you wish to drop.

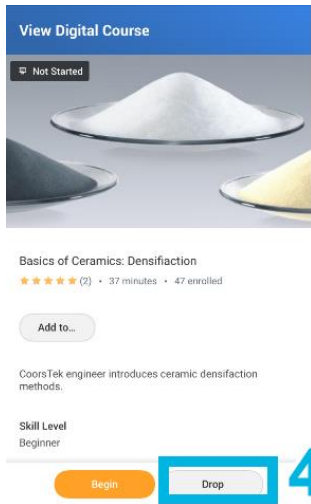
A) Under **My Learning Progress**, select the black underlined number next to “Not Started” or “In Progress”.

Note: My Learning Progress includes required *and* optional content.

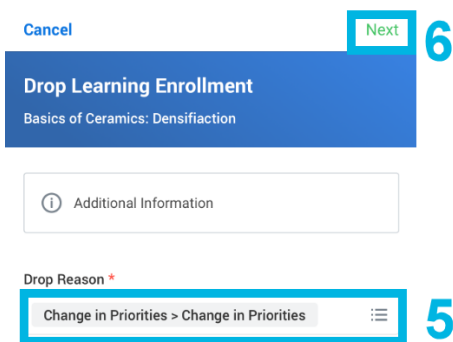
B) Select **View Details**.

C) Select the **content title**.

D) Select **View**.

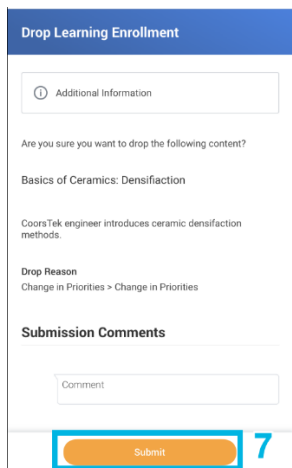


Step 4
Select **Drop**.

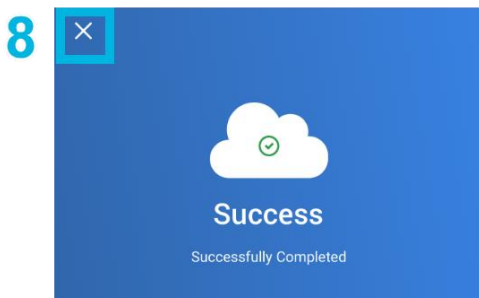


Step 5
Use the **list icon** to select a drop reason.

Step 6
Select **OK**.



Step 7
Select **Submit**.



Step 8
Select **X** to close.

Note: If the course is required, you cannot submit a request to drop. Contact the applicable [Learning Partner or Learning Coordinator](#) or submit an IT Service Request for assistance.