

Drop Enrollment on Desktop

Overview

This job aid explains how to drop learning enrollments.

Who Does This: Employees

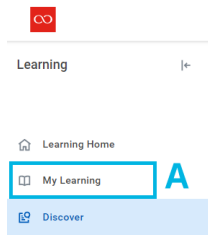
Things to Know:

- 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

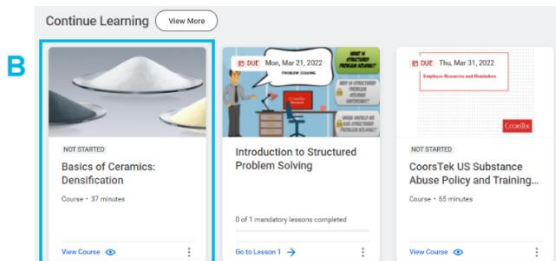
Select the **Learning** worklet.



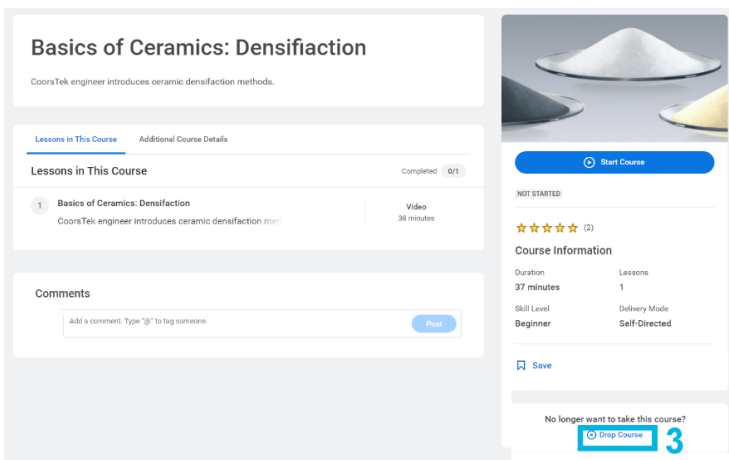
Step 2

Access the enrollment you wish to drop.

A) Select the **My Learning** tab.

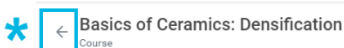


B) Under Continue Learning, select the content you wish to drop.



Step 3

Select **Drop**.



***Note:** If your content is In Progress, you will first need to return to the **Overview** page.

Drop Learning Enrollment

Basics of Ceramics: Densification [Actions](#)

Drop Reason is Required.

Note: If the course content is not working, please submit an IT Service Request before submitting a request to drop this content.

Drop Reason *

- Search
- Already Completed Content >
- Change in Priorities >
- Change in Schedule >
- Course Not Working >
- Does Not Apply >
- Learning Coordinator / Partner Reasons >

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OK Cancel

Step 4

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

Step 5

Select **OK**.

Drop Learning Enrollment

Drop Reason is Required.

Note: If the course content is not working, please submit an IT Service Request before submitting a request to drop this content.

Are you sure you want to drop the following content?

Basics of Ceramics: Densification

CoorsTek engineer introduces ceramic densification methods.

Drop Reason Change in Priorities > Change in Priorities

enter your comment

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Submit Cancel

Step 6

Select **Submit**.

You have submitted

Drop Learning Enrollment: Basics of Ceramics: Densification [Actions](#)



Process Successfully Completed

Do Another

Drop Learning Enrollment

> Details and Process

Done 7

Step 7

Select **Done**.

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.