HOW TO: WITHDRAW FROM A TRAINING
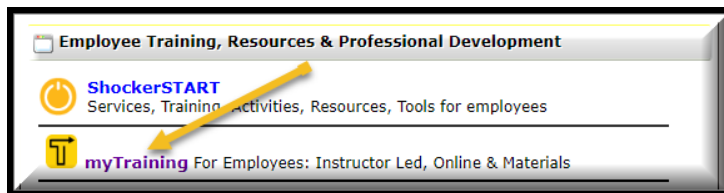
Document links may not work in Firefox. Scroll down to view guide information.
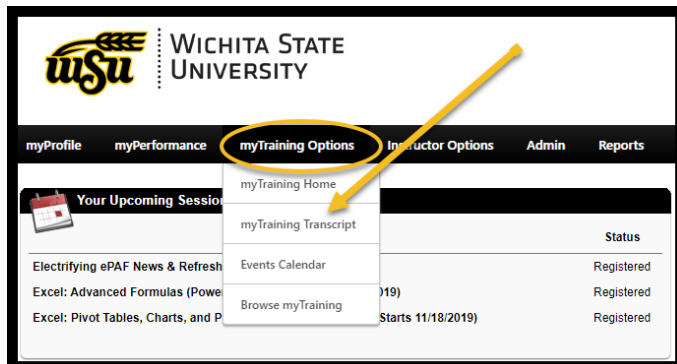
Guide Contents

Logging in to myTraining

- Start by logging in to **myTraining** through **myWSU.**
- **MyTraining** is in the *Employee Training, Resources, Tools Professional Development* section.


How to Withdraw

- Once logged in, hold your mouse over the **myTraining Options** section.
- Select **myTraining Transcript**

- When your **myTraining Transcript** with *Upcoming Sessions* appears, go to the training that you want to withdraw from.
- You will see on the right of your screen next to the class you want to withdraw from a black box that says **View Training Details.**
- Click on the down arrow in the **View Training Details** box.
- Select **Withdraw**
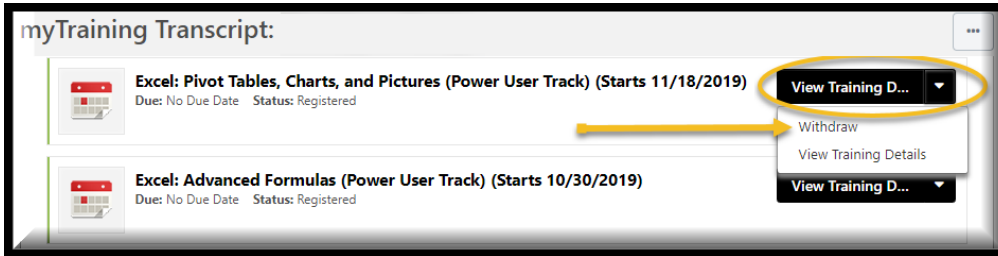
Withdraw Registration

- Verify that you are withdrawing from the correct session by reviewing the information in the **Session Details** section.
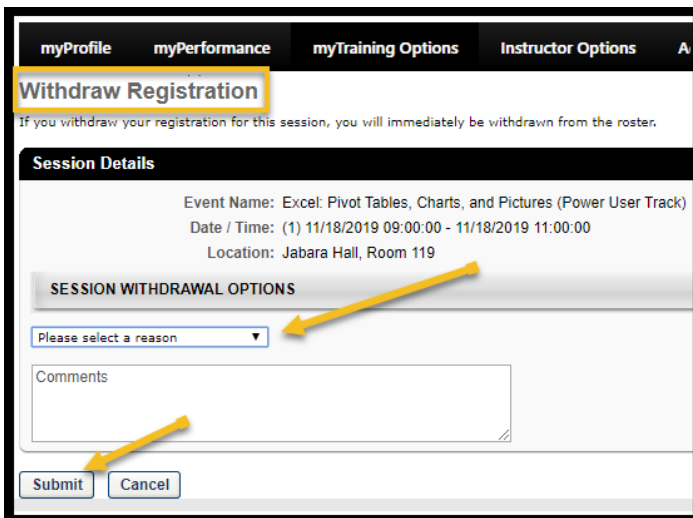
- In the **Session Withdrawal Options** section select the appropriate reason for withdrawing from the session in the drop-down menu.
- Leaving a comment is optional but helpful for the instructor.
- Click the **Submit** button to complete the withdraw process.
- Click the **Cancel** button if you do not wish to continue withdrawing from a session.

Back to Top

CONTACT INFORMATION

- ➢ myTraining Questions: myTraining@wichita.edu
- ➢ myWSU Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu