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 .................................................................................................................. 1
HOW TO WITHDRAW .............................................................................................................................. 1
Withdraw Registration ............................................................................................................................ 2
CONTACT INFORMATION ...................................................................................................................... 3

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