

How to Drop a Course

1

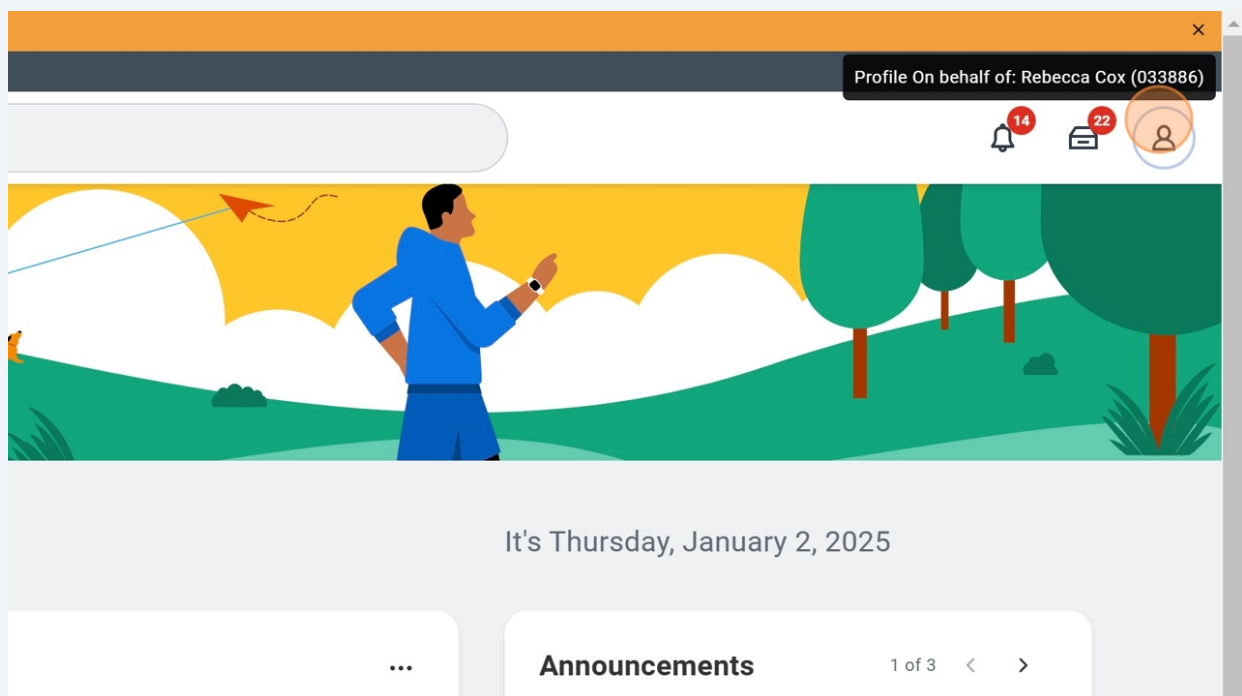
Navigate to
<https://wd5.myworkday.com/wday/authgwy/guestservices/login.html>

2

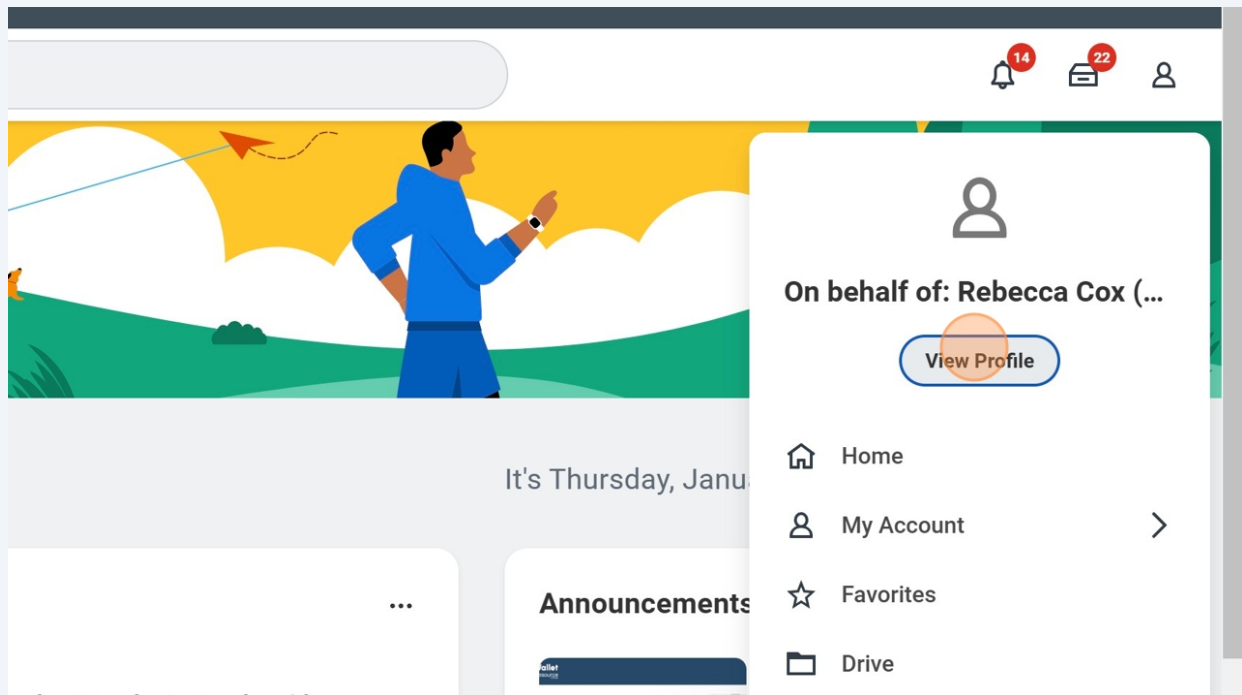
Log in to Workday

3

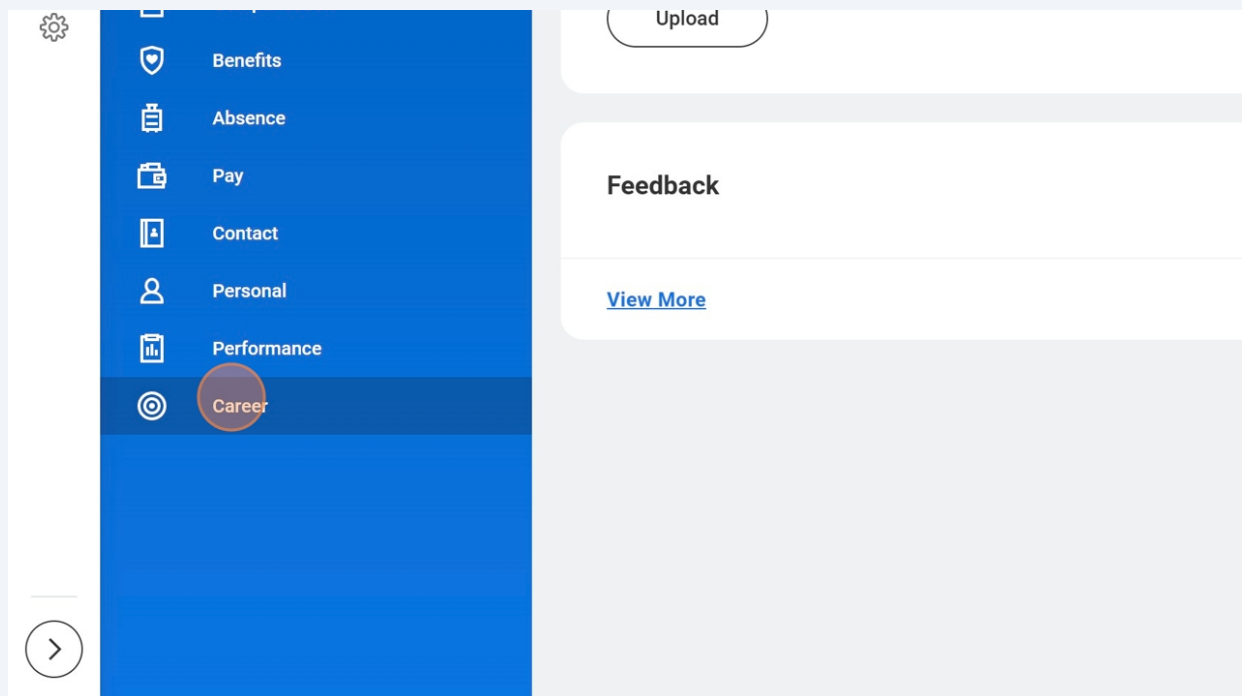
Click the "Profile" icon in the top right corner



4 Click "View Profile"



5 Click "Career" in the left navigation pane



6

Under the "Not Started" or "In Progress" sections, click on the title of the training that you wish to drop

Rebecca Cox (033886)
Talent Acquisition Assistant

Actions

Email Team

Summary

Job

Compensation

Benefits

Absence

Pay

Learning Training Certifications Competencies Education Job His

Not Started 3 items

Learning Record	Name	Content Type	Registration Status	
Q	Proper Use of PPE and Food Safety ...	Digital Course	Enrolled	0
Q	Bloodborne Pathogens	Digital Course	Enrolled	0
Q	Workday HCM-Recruiting Training	Course Offering	Enrolled	0

In Progress 0 items

Learning					
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7

Click "Drop Course"

Media

NOT STARTED

Lessons 1

Delivery Mode Self-Directed

[Save](#)

No longer want to take this course?

[Drop Course](#)

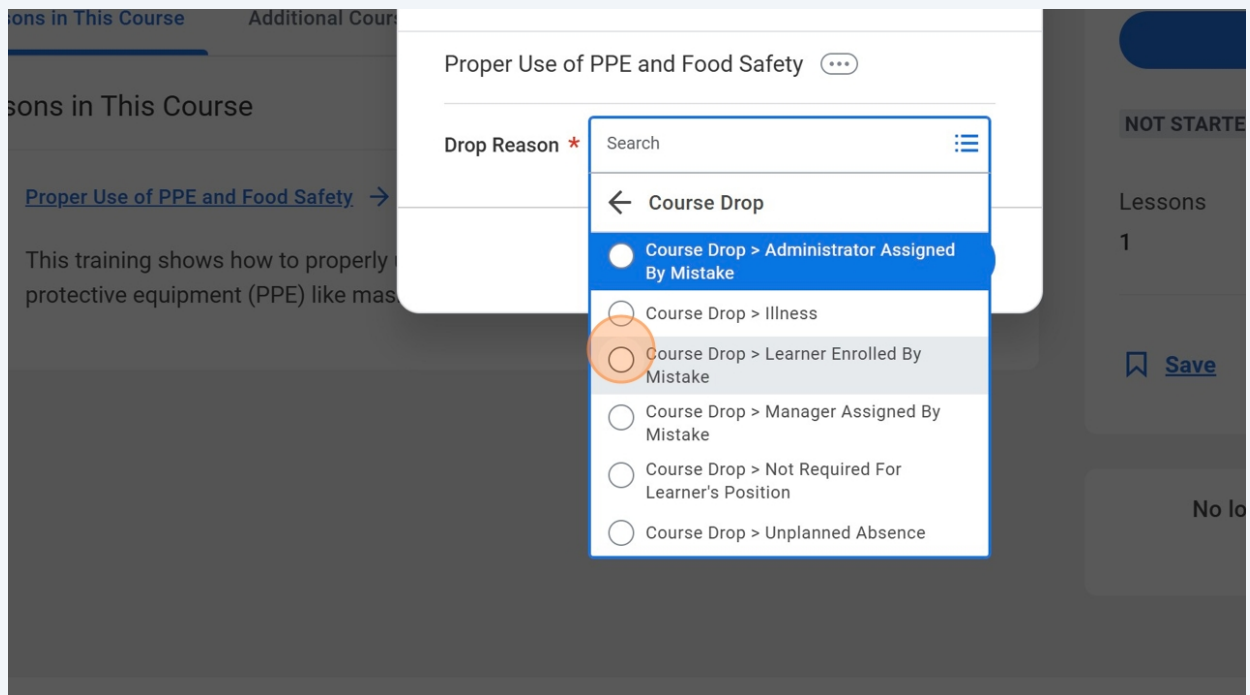
8 Click the three line icon shown below

The screenshot shows a 'Drop Learning Enrollment' dialog box overlaid on a course page. The dialog box has a title bar with a close button (X). Below the title bar, the course name 'Proper Use of PPE and Food Safety' is displayed with a three-dot menu icon. The 'Drop Reason' field is a search bar with the placeholder text 'Search'. To the right of the search bar is a three-line icon, which is highlighted with an orange circle. At the bottom of the dialog box are 'Cancel' and 'OK' buttons. The background shows a course page with a 'Start Course' button, a 'NOT STARTED' status, and a table with 'Lessons' and 'Delivery Mode' columns.

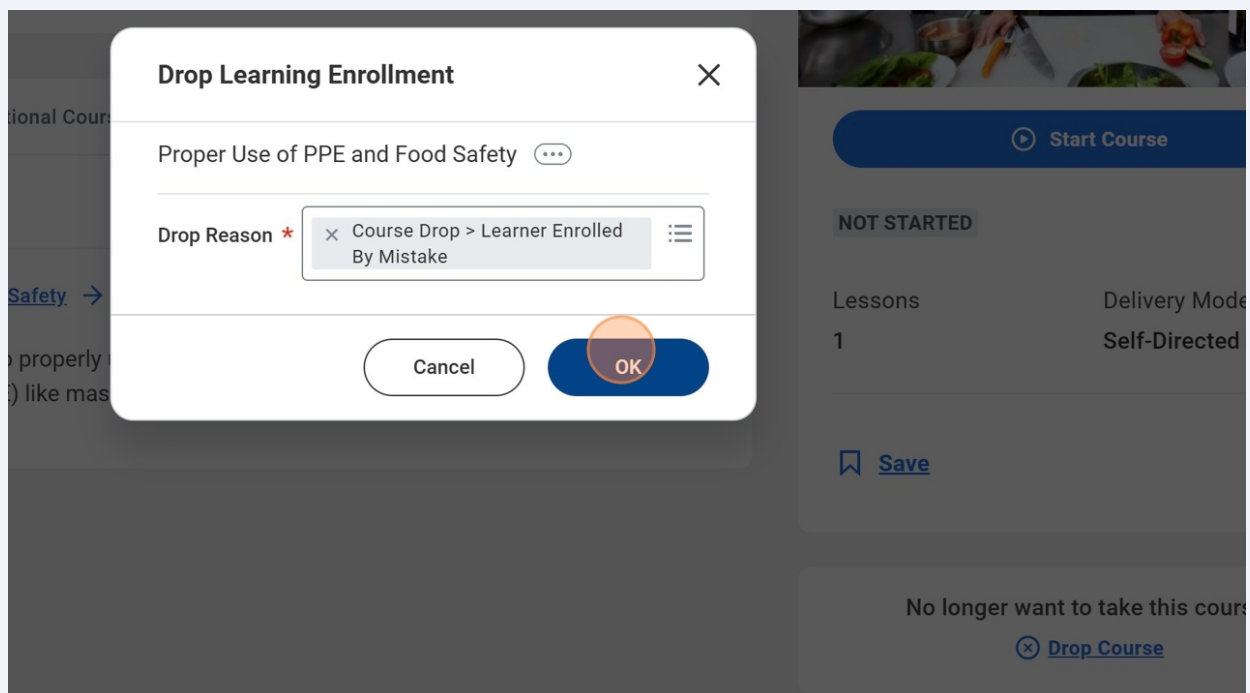
9 Click "Course Drop"

The screenshot shows the same 'Drop Learning Enrollment' dialog box, but now the 'Course Drop' option is selected in the dropdown menu. The 'Drop Reason' field now displays 'Course Drop' and a right arrow icon. The 'OK' button is highlighted in blue. The background shows the same course page as in the previous screenshot.

10 Click the circle next to the reason for dropping the course



11 Click "OK"



12 Click "Submit"

Enrolled By Mistake

No longer want to take this course?

[✕ Drop Course](#)