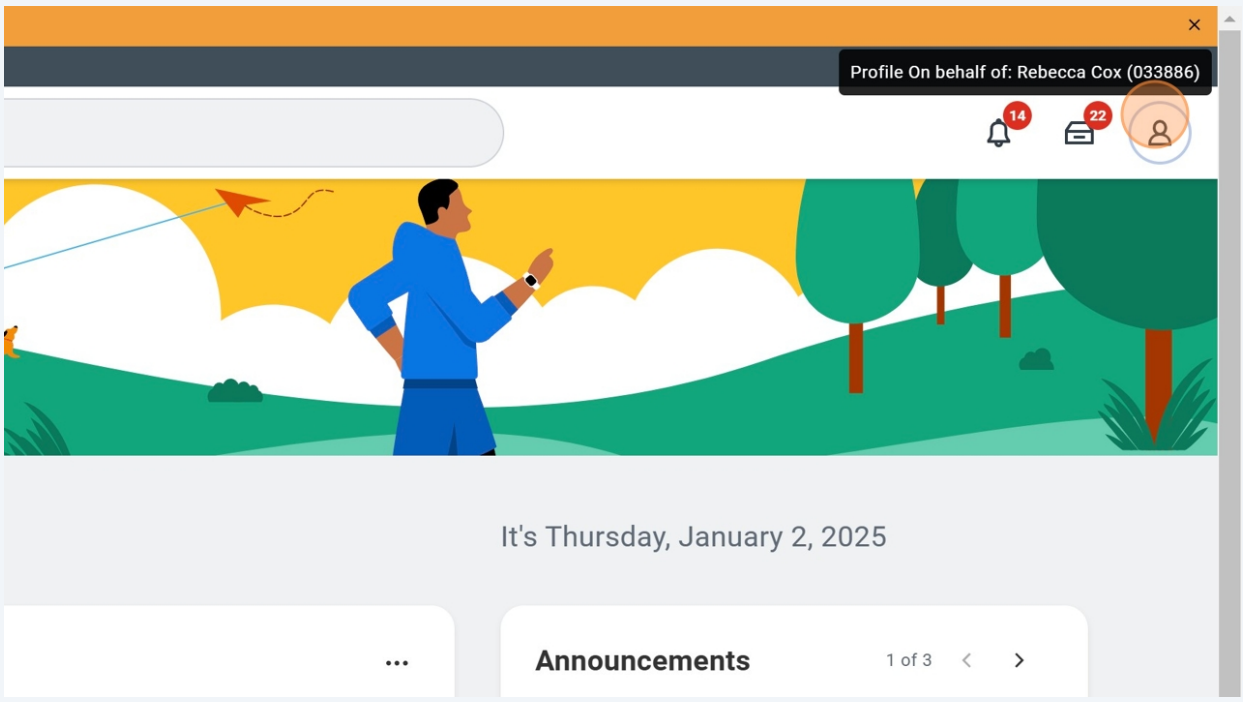
How to Drop a Course

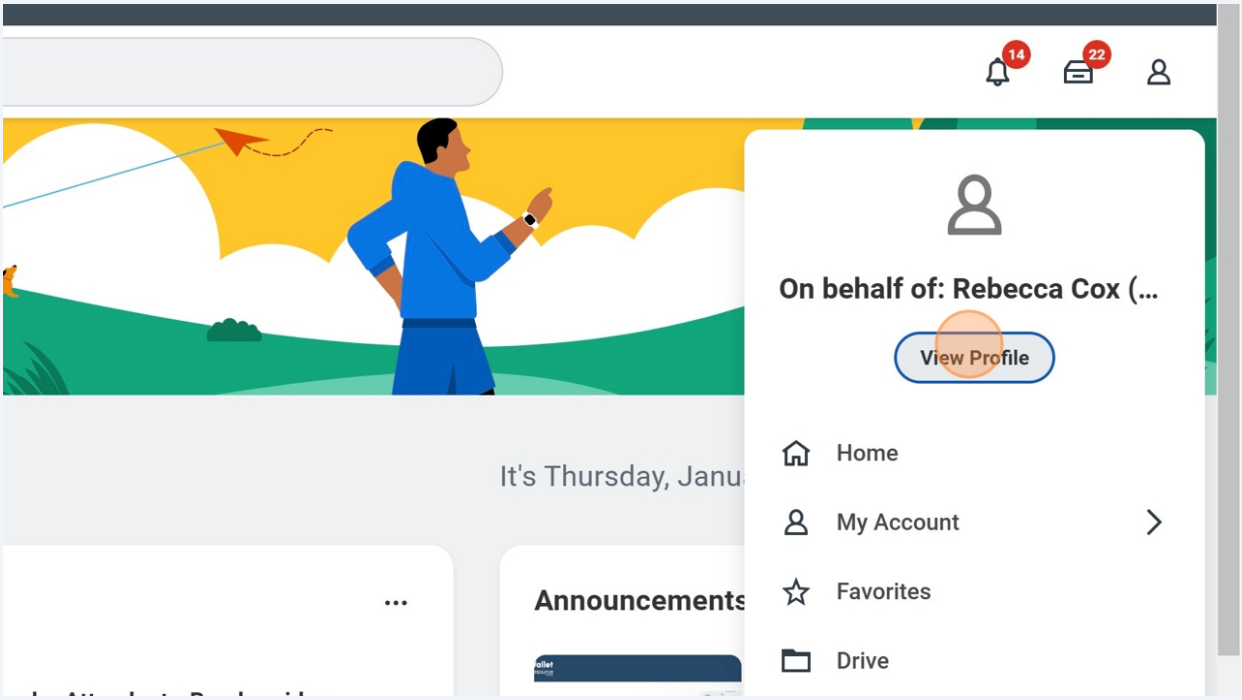
1 Navigate to https://wd5.myworkday.com/wday/authgwy/guestservices/login.htmld

2 Log in to Workday

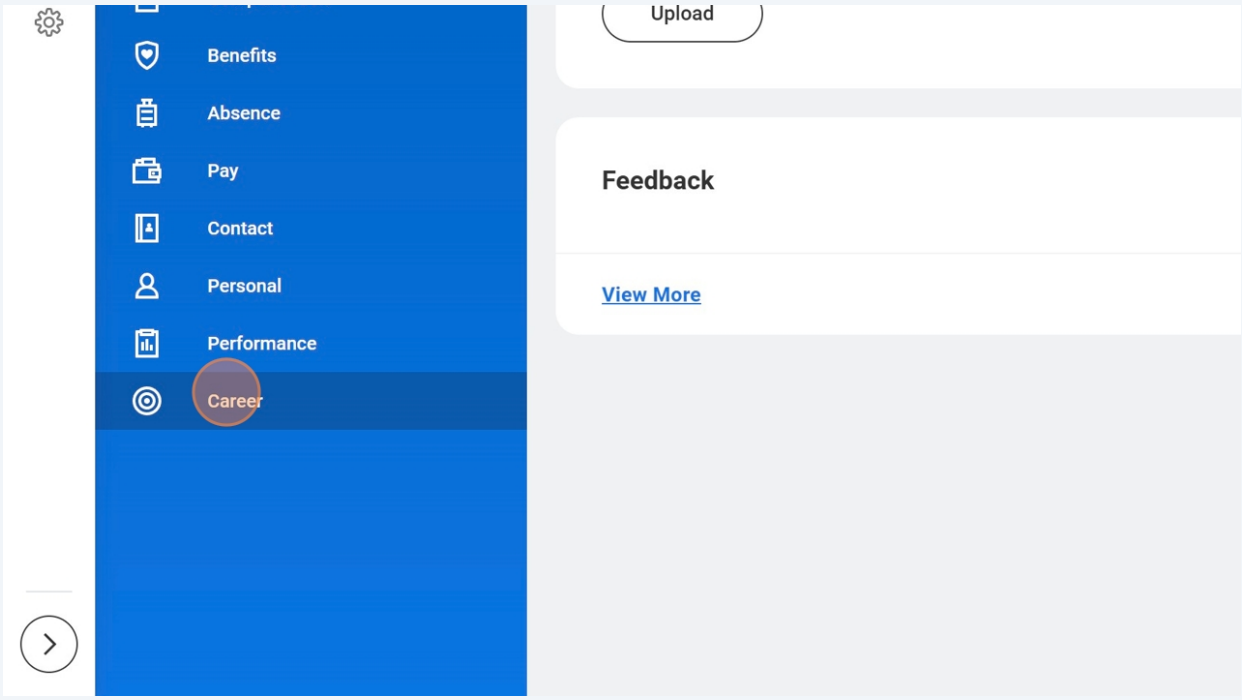
3 Click the "Profile" icon in the top right corner



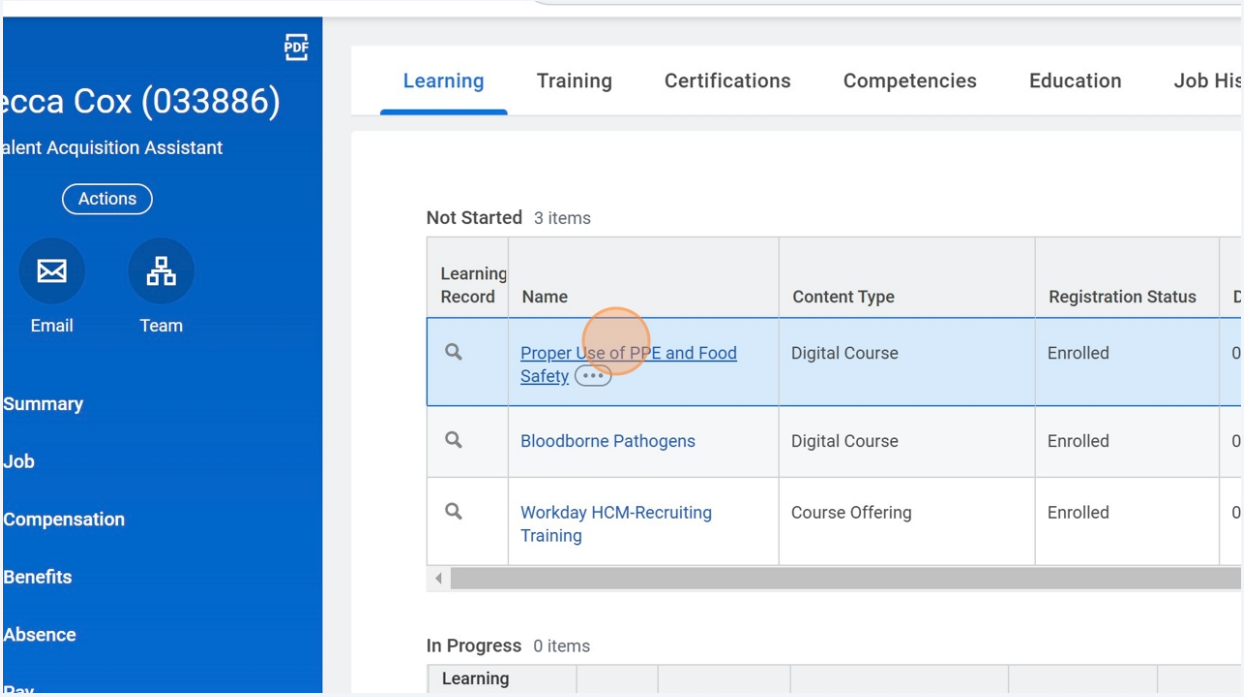
4 Click "View Profile"



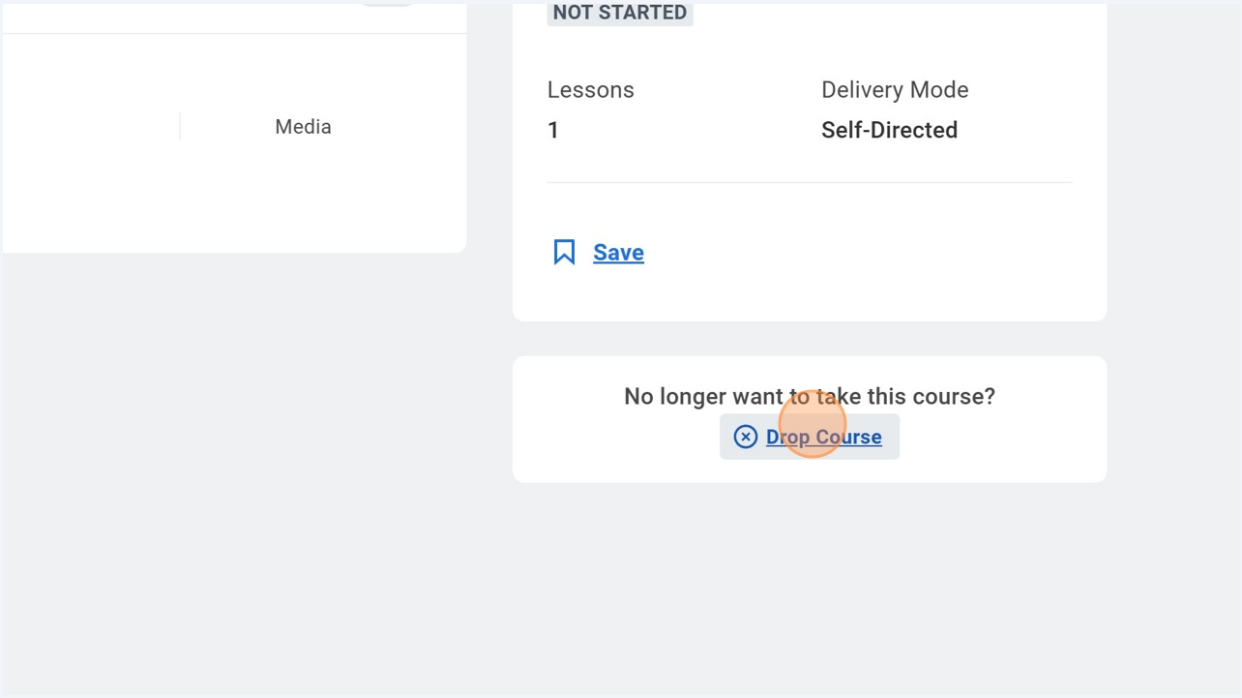
5 Click "Career" in the left navigation pane



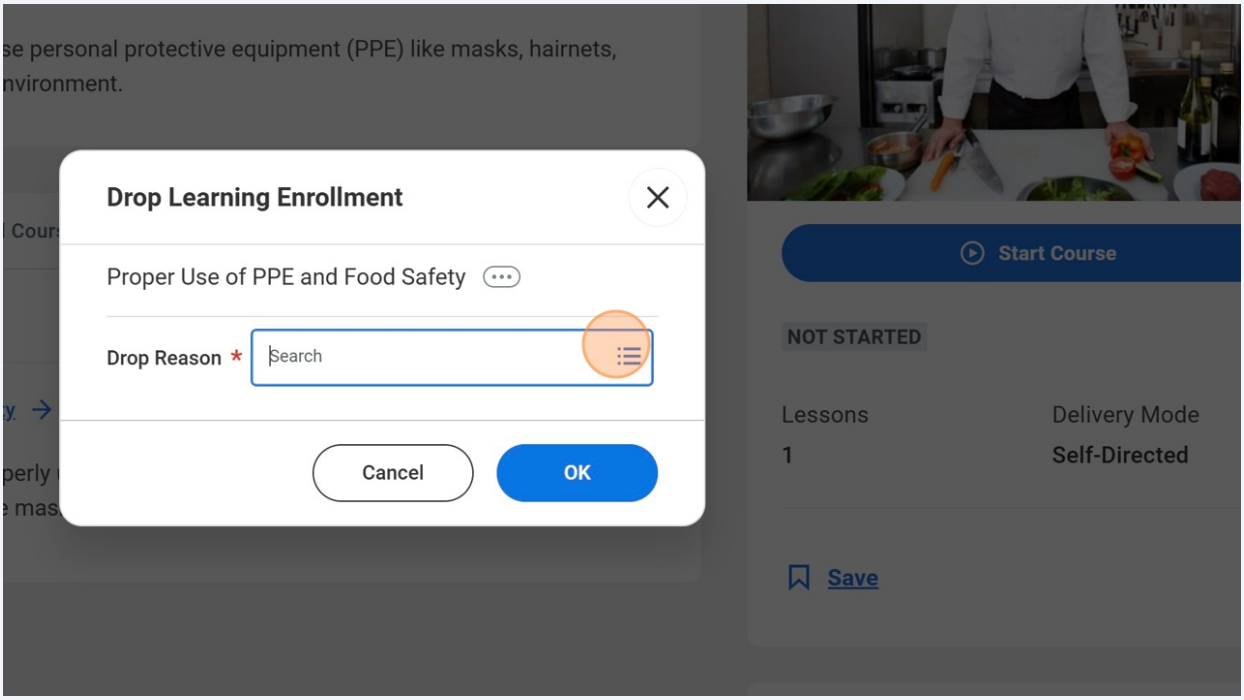
6 Under the "Not Started" or "In Progress" sections, click on the title of the training that you wish to drop



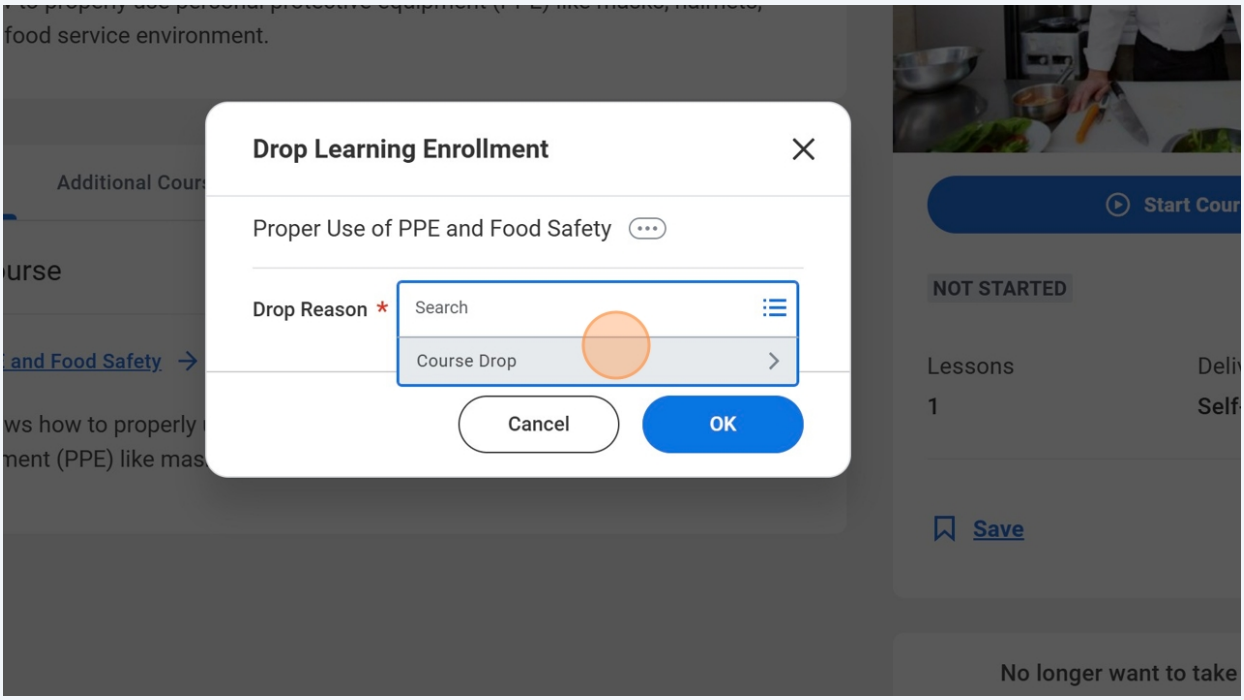
7 Click "Drop Course"



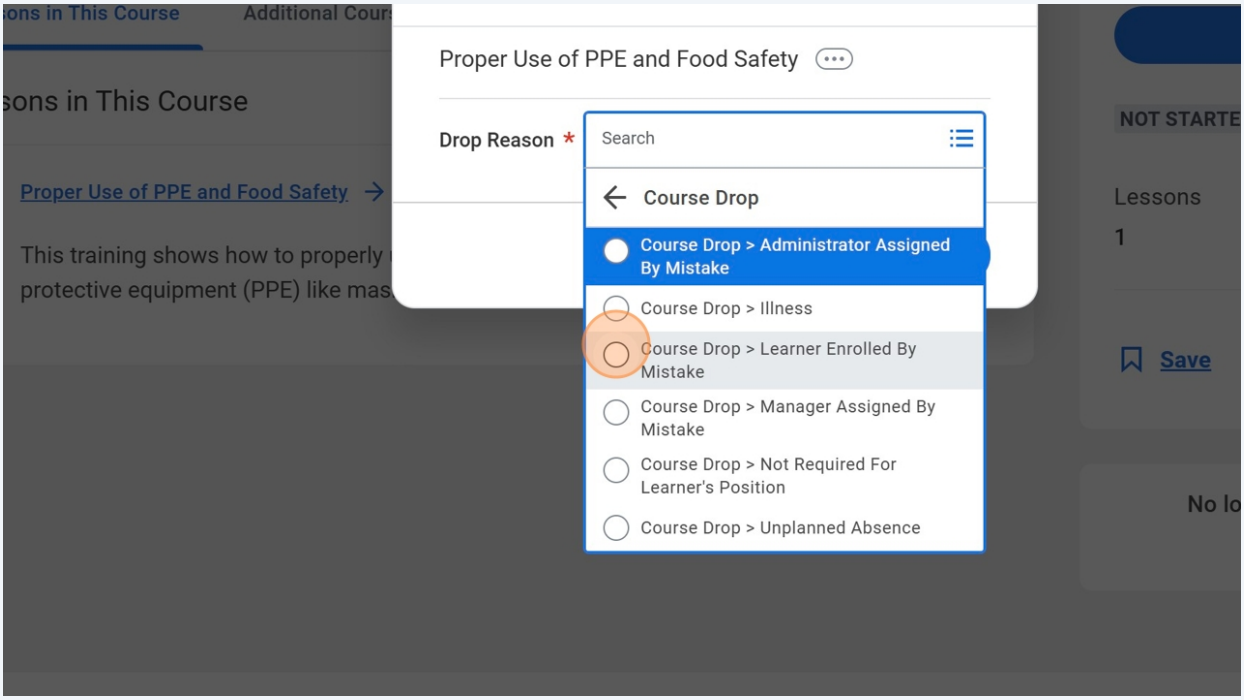
8 Click the three line icon shown below



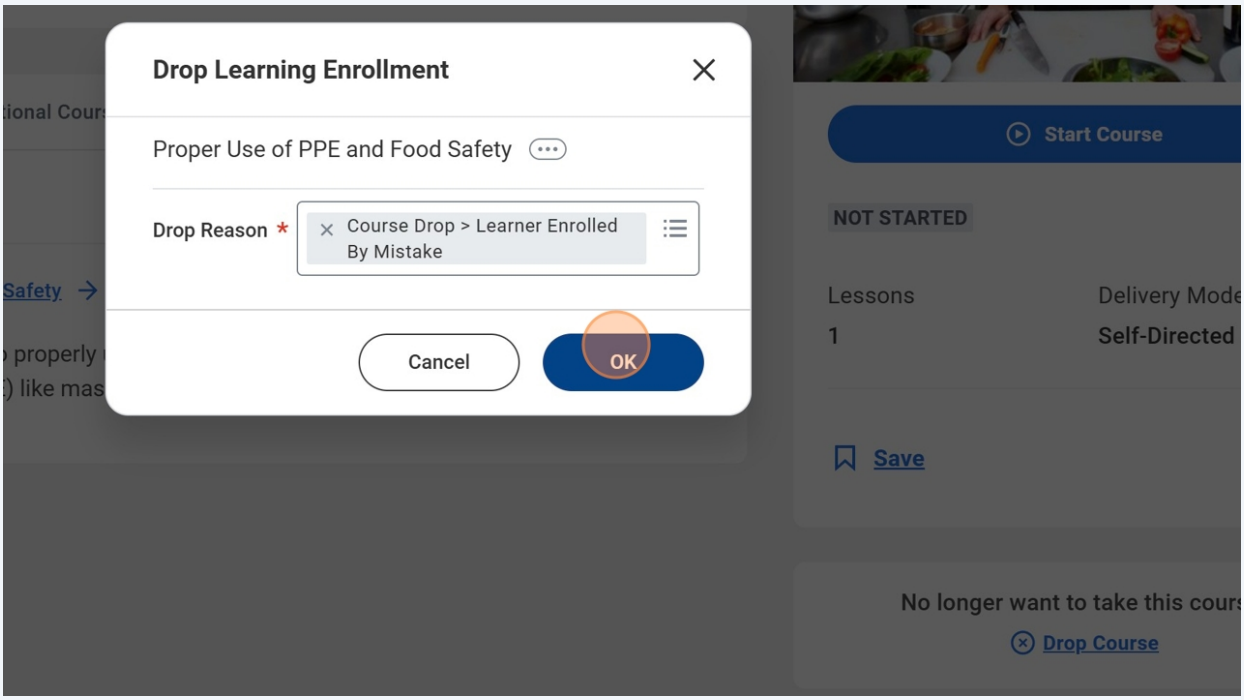
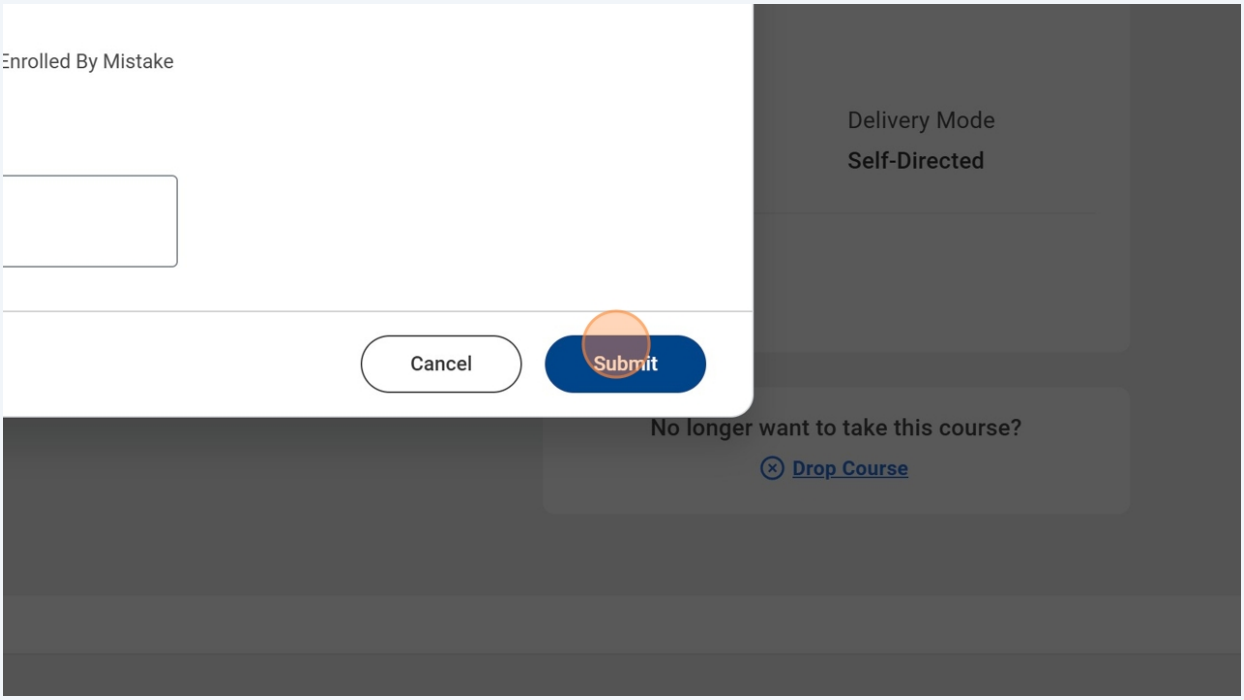
9 Click "Course Drop"



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



11 Click "OK"



12 Click "Submit"