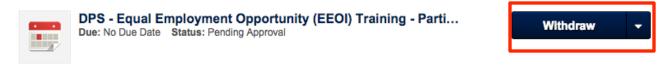
Withdrawing from a Class Session



1. Login to **BEACON**, click on the **LEARNING TAB**. Select the icon **MY TRAINING AND TRANSCRIPT** or select **LEARNING** then **VIEW YOUR TRANSCRIPT** to access your transcript.



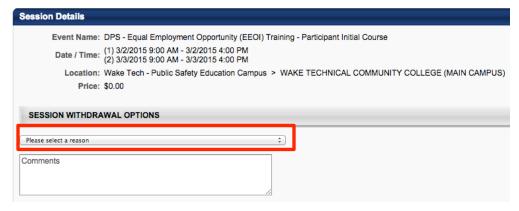
2. Find the training session listed on the ACTIVE section of your transcript. Select WITHDRAW.



3. Next you must select a reason from the drop down box for the withdrawal. Select SUBMIT.

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.



4. The training session will now have a display status of "Withdrawn".

