

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If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: DPS - Equal Employment Opportunity (EEOI) Training - Participant Initial Course

Date / Time: (1) 3/2/2015 9:00 AM - 3/2/2015 4:00 PM  
(2) 3/3/2015 9:00 AM - 3/3/2015 4:00 PM

Location: Wake Tech - Public Safety Education Campus > WAKE TECHNICAL COMMUNITY COLLEGE (MAIN CAMPUS)

Price: \$0.00

SESSION WITHDRAWAL OPTIONS

Please select a reason

Comments

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 The training session will now have a display status of **"Withdrawn"**.

