

Withdrawing from a workshop in Training Manager:

If you have registered for a workshop but are no longer able to attend we ask that you withdraw as soon as possible and before the class begins.

Step 1: Log in to Training Manager (<https://tmweb.morainevalley.edu>)

Step 2: Locate workshop title that you wish to withdraw from. You should see a list of the courses that you are enrolled in under the heading Schedule at the top of the page, as illustrated below:

The screenshot shows the Training Manager interface. The top navigation bar includes links for Home, History, Instructors, Help, Proposals, Project Tracker, Downloads, and Sign Out. The main content area is divided into two sections: 'Schedule' and 'Current Offerings'. The 'Schedule' section is highlighted with a red box and contains a table with the following data:

Course	Start Date/Time	# Meetings
<input type="checkbox"/> EMP-POD-102-SU10-06 PODIUM TRAINING FOR A,B,C.F.G.I,M,S,T, & U CLASSROOMS Location: L 155 Status: enrolled	08/17/2010 (Tu) 10:00 AM - 10:30 AM	1

The 'Current Offerings' section contains a table with the following data:

Course	Start Date/Time	# Meetings
<input type="checkbox"/> EMP-T-301-SU10-06 LYNDA.COM ONLINE TUTORIALS Open Seats: 0	08/02/2010 (Mo) online	n/a

Step 3: Place a check mark in the box located directly to the left of the workshop title that you wish to withdraw from by clicking on the check box.

This close-up screenshot shows the 'Schedule' section with the checkbox for the course 'EMP-POD-102-SU10-06' checked. The table data is as follows:

Course	Start Date/Time
<input checked="" type="checkbox"/> EMP-POD-102-SU10-06 PODIUM TRAINING FOR A,B,C.F.G.I,M,S,T, & U CLASSROOMS Location: L 155 Status: enrolled	08/17/2010 (Tu) 10:00 AM - 10:30 AM

Step 4: Click the "Remove checked courses" link located toward the bottom of the Schedule section.

This close-up screenshot shows the 'Schedule' section with the 'Remove checked courses' link highlighted with a red box. The table data is as follows:

Course	Start Date/Time
<input checked="" type="checkbox"/> EMP-POD-102-SU10-06 PODIUM TRAINING FOR A,B,C.F.G.I,M,S,T, & U CLASSROOMS Location: L 155 Status: enrolled	08/17/2010 (Tu) 10:00 AM - 10:30 AM

Step 5: Ensure that the workshop title no longer displays in your schedule.