

## Job Aid: Withdraw from a Scheduled Offering

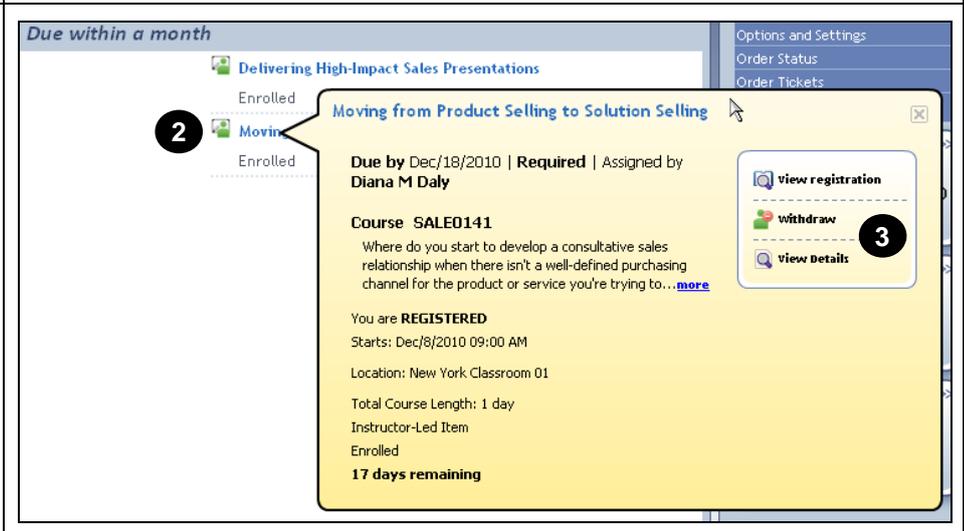
### Purpose

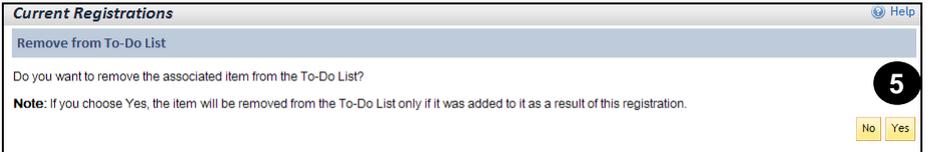
The purpose of this job aid is to guide users through the step-by-step process of withdrawing from a scheduled offering.

#### Task A

### Withdraw from a Scheduled Offering 5 Steps

#### Task A. Withdraw from a Scheduled Offering

<p><b>1</b> From the Home page, filter the To-Do List to show Registrations.</p>	
<p><b>2</b> Hover over the item from which you wish to withdraw. <b>3</b> Select Withdraw.</p>	

<p><b>4</b></p>	<p>A warning pop-up displays. Select Yes to continue.</p>	 <p><b>Note:</b> Users who withdraw from an offering will see a warning if this item is a prerequisite for another enrollment. Then the system will automatically withdraw the user from the dependent offering.</p>
<p><b>5</b></p>	<p>If you wish to remove the associated item from your To-Do List, select Yes.</p>	
	<p>You have successfully withdrawn from a scheduled offering.</p>	