



HCSC



U.S. Department of Veterans Affairs User Job Aid

Withdraw from a Class

Job Aid: Withdraw from a Class

(Revision Date: June 10, 2024)

Purpose

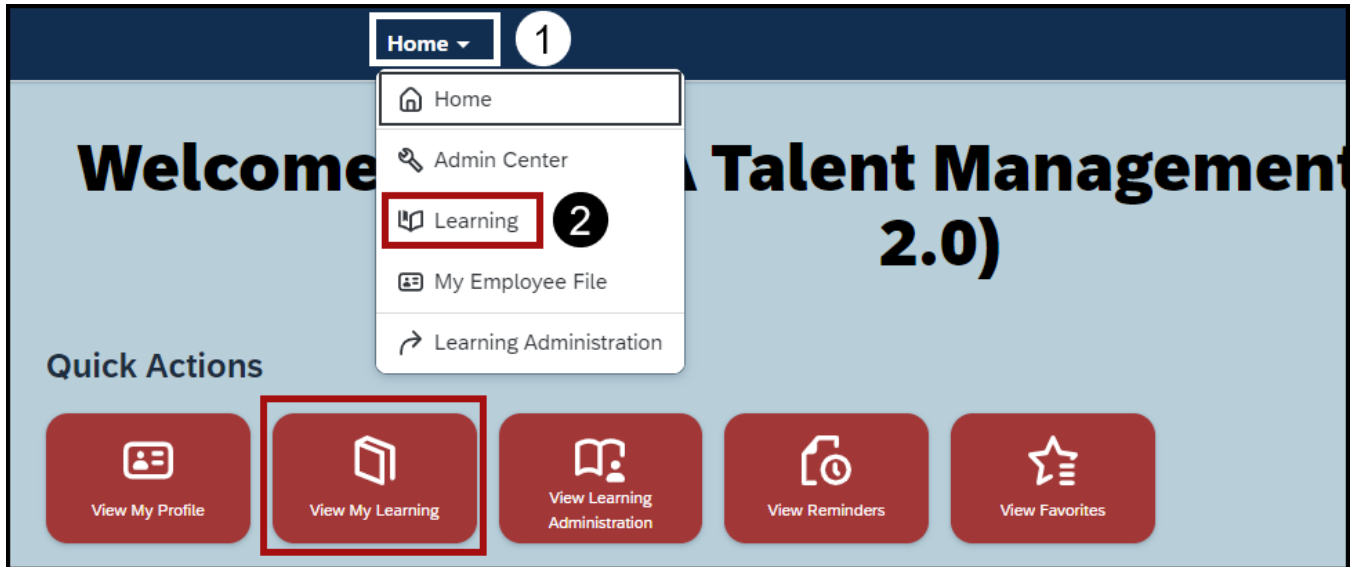
The purpose of this job aid is to guide you through the step-by-step process of withdrawing from a class.

In this job aid, you will learn how to:

- Task A. Access My Learning
- Task B. Withdraw from a Class

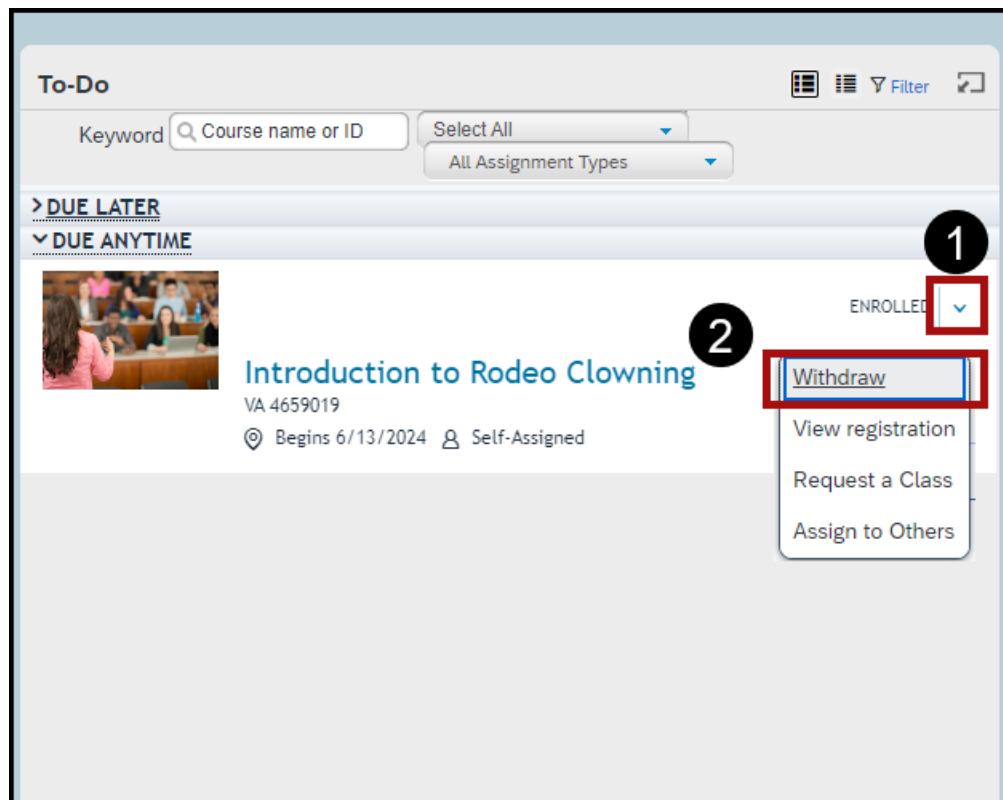
Task A. Access My Learning

1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Select the **Learning** option. This will navigate you to the My Learning area of the TMS.
NOTE: Selecting the My Learning tile under Quick Actions will also navigate you to My Learning.

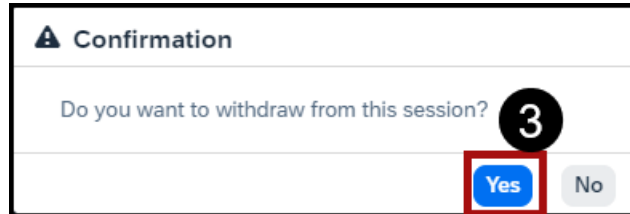


Task B. Withdraw from a Class

1. From your To-Do List, select the **actions** dropdown menu next to the class from which you would like to withdraw.
2. Select the **Withdraw** option from the dropdown menu.

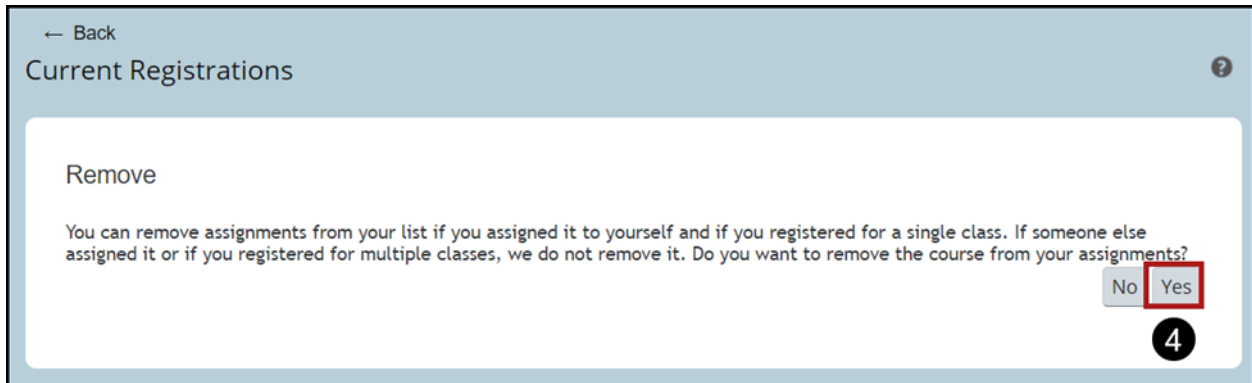


3. Select the **Yes** button on the Confirmation pop-up window to confirm you want to withdraw from this session.



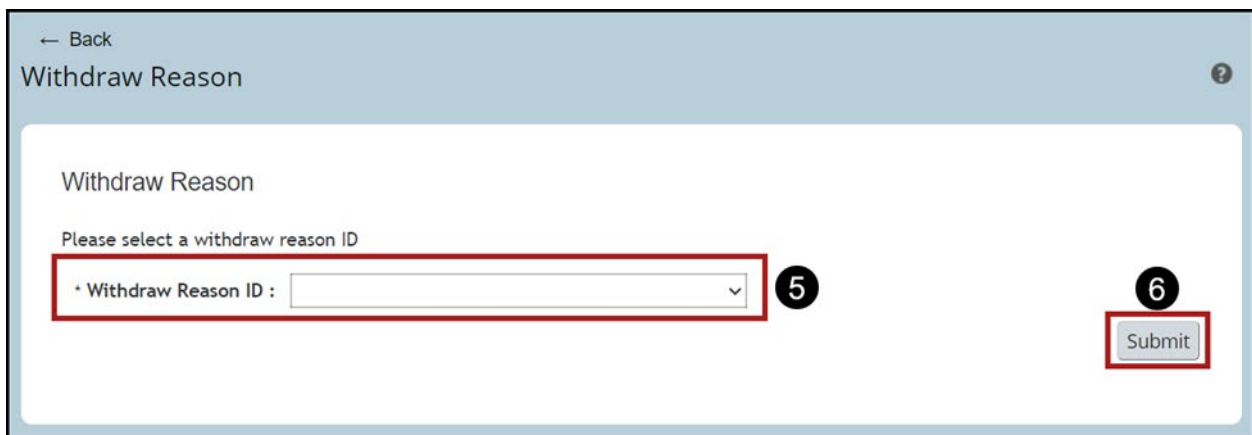
A confirmation pop-up window titled "Confirmation" with a warning icon. It asks, "Do you want to withdraw from this session?" with a circled "3" next to the question. At the bottom right, there are two buttons: "Yes" (highlighted with a red box) and "No".

4. On the Current Registrations page, select the **Yes** button to remove the course from your assignments. **Note:** You can remove assignments if you assigned it to yourself and if you are registered for a single class.



The "Current Registrations" page has a "Back" link and a help icon. It features a "Remove" section with explanatory text: "You can remove assignments from your list if you assigned it to yourself and if you registered for a single class. If someone else assigned it or if you registered for multiple classes, we do not remove it. Do you want to remove the course from your assignments?" At the bottom right, there are "No" and "Yes" buttons, with the "Yes" button highlighted by a red box and a circled "4".

5. Select a withdraw reason from the **Withdraw Reason ID** dropdown list.
6. Select the **Submit** button.



The "Withdraw Reason" page has a "Back" link and a help icon. It contains a "Withdraw Reason" section with the instruction "Please select a withdraw reason ID". Below this is a dropdown menu labeled "Withdraw Reason ID :" (highlighted with a red box and a circled "5"). At the bottom right, there is a "Submit" button (highlighted with a red box and a circled "6").