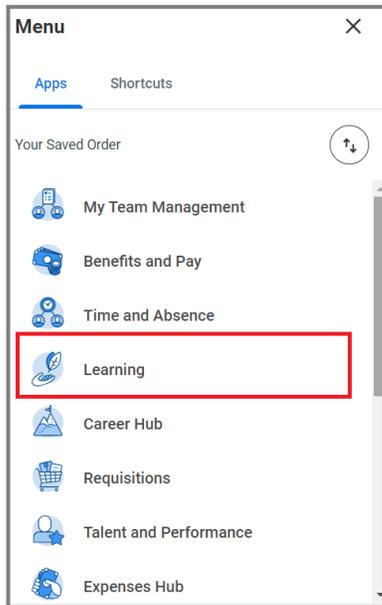
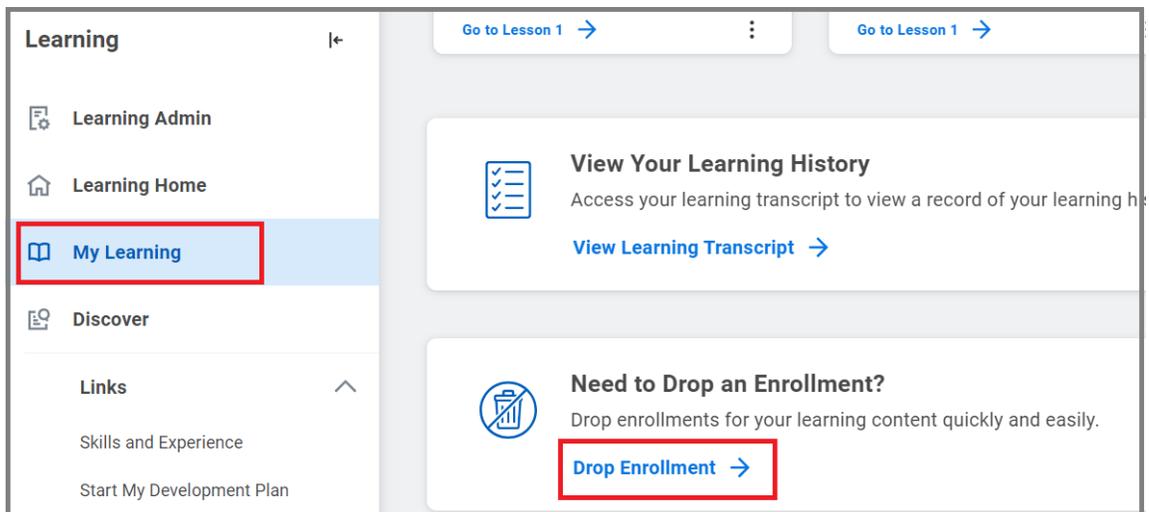


# How to Drop a Course in Workday Learning

**1** From Dashboard Menu, select **Learning**.



**2** On the My Learning page, select **Drop Enrollment**.



3

- From the Program or Course prompt, select the course or program that you want to drop.
- Select the **OK** button.

Drop Learning Enrollment

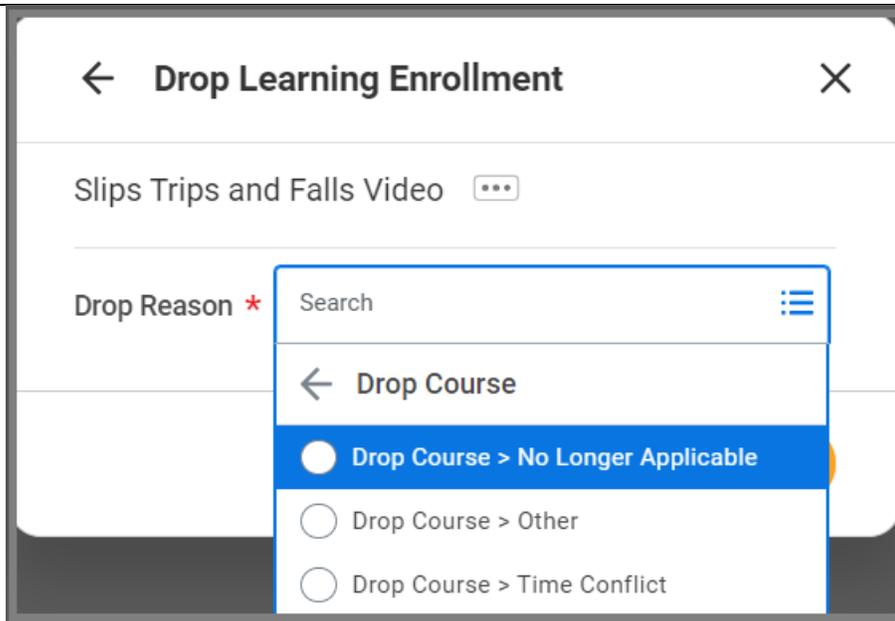
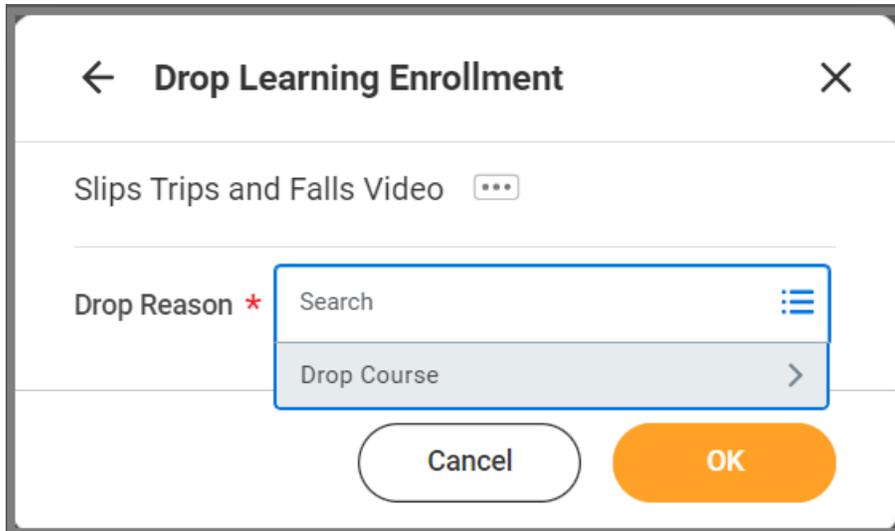
Program or Course \* Search

Slips Trips and Falls Video

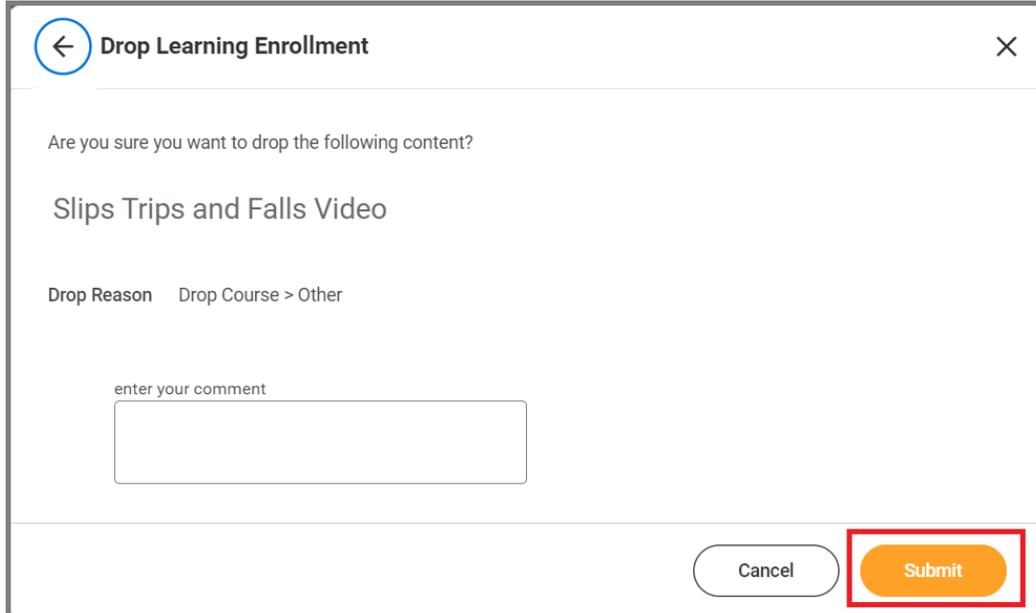
Cancel OK

4

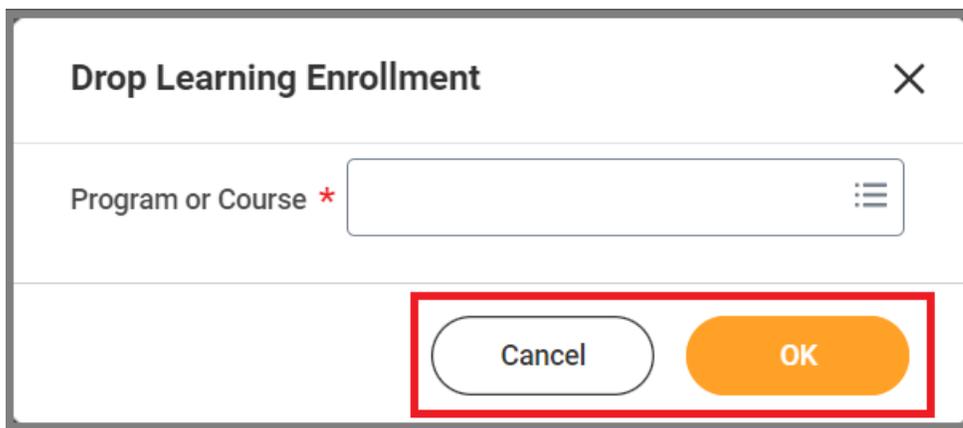
- From the Drop Reason prompt, select **Drop Course**.
- Select a reason why you want to drop the course or program.
- Select the **OK** button.



5 Select the **Submit** button.



- 6
- If you want to drop another course, select the next course from the drop-down menu and select the **OK** button.
  - If you are finished with the drop enrollment procedure, select the **Cancel** button.



*Note 1: You cannot drop a course that has been assigned to you as required learning. Even if you follow the above procedure to drop the required course, Workday does not recognize the request. The course will still show as Required for You on the My Learning page and you are still required to complete the training.*

*Note 2: If you drop a blended-course (instructor-led), your manager will be notified of the dropped enrollment.*