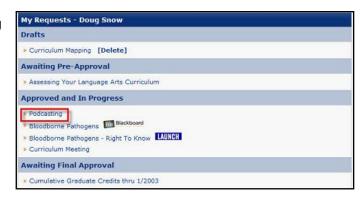
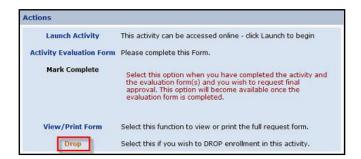
Cancel/Drop a Request

Use the Drop function if it is necessary for you to cancel your request for approval and do not intend to take the course.

- Click the Learning Plan tab
 By clicking the Learning Plan tab along the top of the screen, you will be viewing the main workspace.
- Select an Activity
 Click on the activity title to view the
 activity details screen
- 3. Click DROP to cancel the request Once the course is dropped, it is fully removed from the system.





4. Confirm the Drop

Click **YES** to confirm the Drop.

