

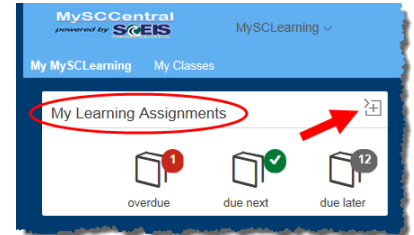
Withdraw or Change Your Enrollment in MySCLearning

1 Log in to MySCLearning

See “Log in to MySCLearning.”

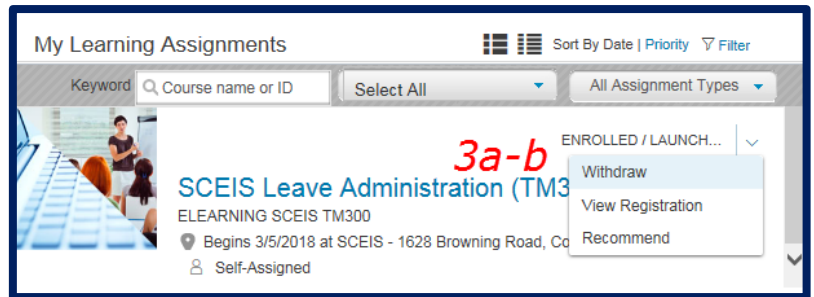
2 View your enrollments

View your courses in *My Learning Assignments*. If you need to expand the tile, hover in the upper right corner and click the *Plus* sign.



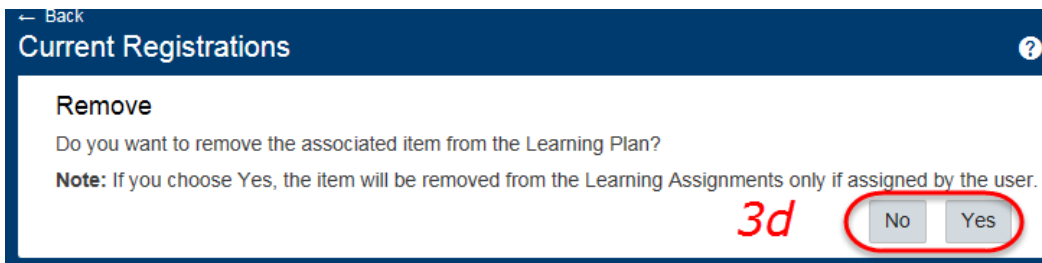
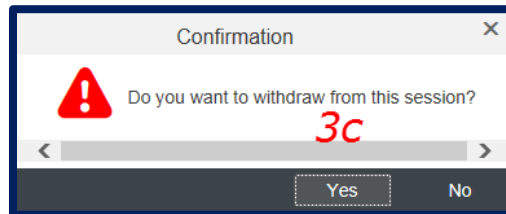
3 Withdraw from a class date

- Beside a course, click the down-arrow to expand *Enrolled/Launch*.
- Click *Withdraw*.



TIP: If “Withdraw” is not available, contact the person who enrolled you, or email training.sceis@admin.sc.gov

- At the *Confirmation* box, click *Yes*.
- At the *Current Registrations/Remove* box, select *either*:
 - No** to keep the course but not the class date in your Learning Assignments; *or*,
 - Yes** to remove the course from your Learning Assignments.



4 If desired, register for a different class date

See “Register for an Instructor-Led Class.”

! **IMPORTANT!** Enroll for **NO MORE THAN ONE DATE** of any course. Your enrollment reserves a seat for *you*. If you can’t attend, **WITHDRAW** to release your seat for another participant.