Withdrawing from an Instructor Led Training (ILT) Session

Instructor-led training (ILT) sessions you are scheduled to attend appear under the In Progress tab of the MY PROGRESS page and, if you added them, in the MY PLAN page.

If you do not wish to attend the training, you can withdraw your enrollment:

1. To withdraw from a session, log in to E-Learning Zone

2. Locate the session from MY PLAN or MY PROGRESS.

3. Place your cursor over the course title and the [Show Details] button will appear. Click [Show Details] and find the list of sessions. Expand the list using the plus [+] button to see the session you are enrolled in. The session you are enrolled in will appear in bold text.

4. Click the [Withdraw] link that appears when you place your cursor over the session title. You will automatically receive an email notification of your withdrawal.

5. **Note:** If it is less than one business day before the session, please notify the following:
   - **For NTID events:** please notify Hope Williams, NTID Professional Development Coordinator at hope.williams@rit.edu, or call 475-6335.
   - **For CPD events:** email cpdcoop@rit.edu or call 475-6200.

Also, be aware that some sessions will have a late withdrawal or a no-show fee that will be assessed.