

If you have accidentally registered for a course, you have the option to withdraw from the course.

DOH Staff - Before you withdraw from a course that has been assigned to you - please contact your [Local TRAIN Florida Administrator](#) for advice, as it may be required for your position.

NOTE: You cannot withdraw from completed courses.

This document will guide you on how to withdraw from a course in TRAIN Florida, and if needed [remove it from your transcript](#).

Step 1: Go to [TRAIN Florida](#) and **log in**

Step 2: Locate your personal **Dashboard** - Click on the **My Learning** tile to open the menu.

Click on the **Current Courses** button.



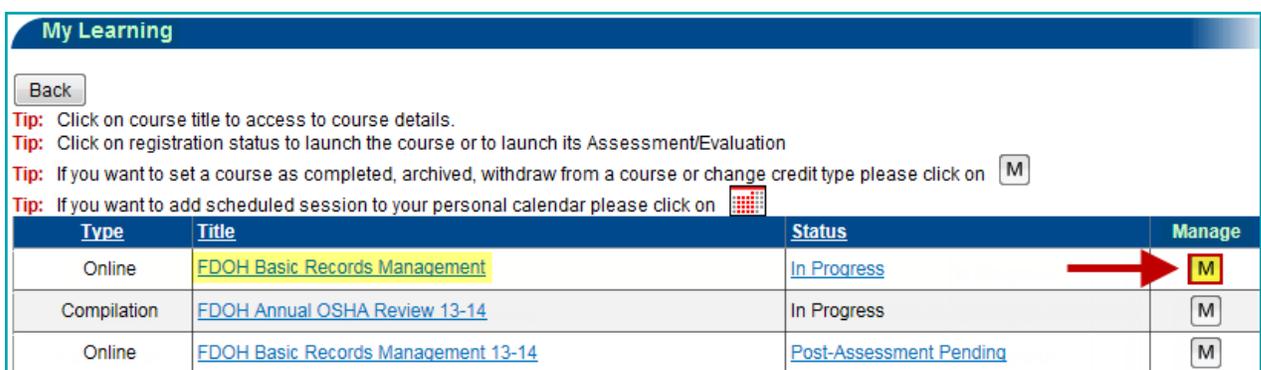
The screenshot shows the 'Learner's Dashboard' with a 'My Action Items' section and a 'My Learning' menu item highlighted with a green arrow. Below the menu is a table of courses:

Course Name	Status	Format
FDOH Sexual Harassment Awareness	In Progress	Blended Learning Series
FDOH The Weight of the Nation Part 1: Consequences	In Progress	Web-based Training - Self-study
IS-700.a: Introduction to the National Incident Management System (NIMS)	Completed	Web-based Training - Self-study

At the bottom, there are three buttons: 'TRAIN Transcript', 'Current Courses' (highlighted with a yellow box and a red arrow), and 'Archived Courses'.

Step 3: You will be directed to the **My Learning** page.

Locate the course you want to withdraw from and click the **Manage** button next to the course.

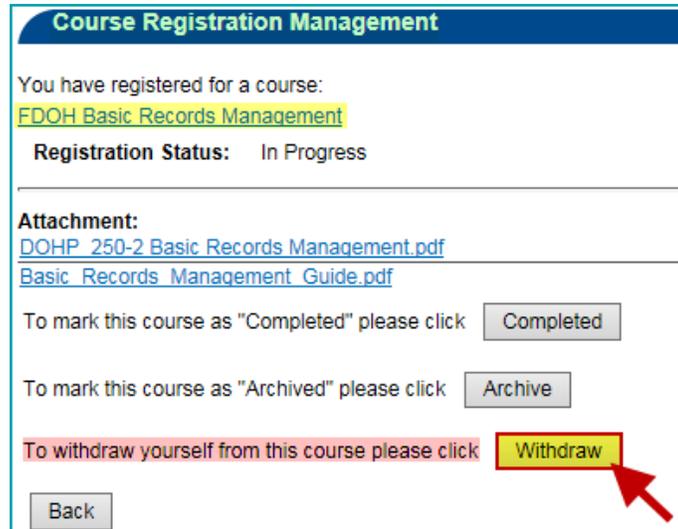


The screenshot shows the 'My Learning' page with a 'Back' button and three tips. Below the tips is a table of courses:

Type	Title	Status	Manage
Online	FDOH Basic Records Management	In Progress	M (highlighted with a red arrow)
Compilation	FDOH Annual OSHA Review 13-14	In Progress	M
Online	FDOH Basic Records Management 13-14	Post-Assessment Pending	M

Step 4: You will be directed to the **Course Registration Management Page** for your course.

To withdraw from your chosen course, click the **Withdraw** button.



Course Registration Management

You have registered for a course:
[FDOH Basic Records Management](#)

Registration Status: In Progress

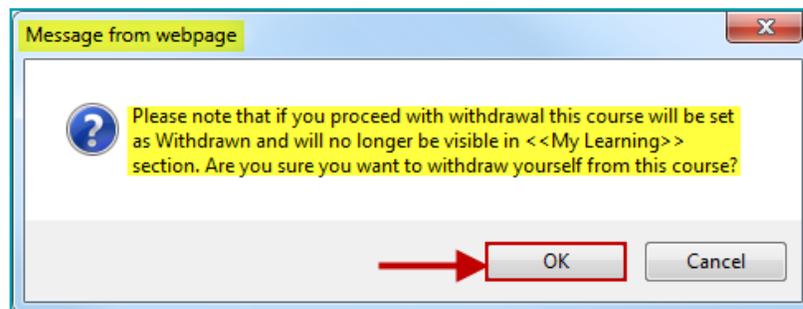
Attachment:
[DOHP 250-2 Basic Records Management.pdf](#)
[Basic Records Management Guide.pdf](#)

To mark this course as "Completed" please click

To mark this course as "Archived" please click

To withdraw yourself from this course please click 

Step 5: A **Message from webpage** window will open over the page. It will ask you if you are sure you want to withdraw from the course. **To complete your withdraw - Click OK.**



Message from webpage

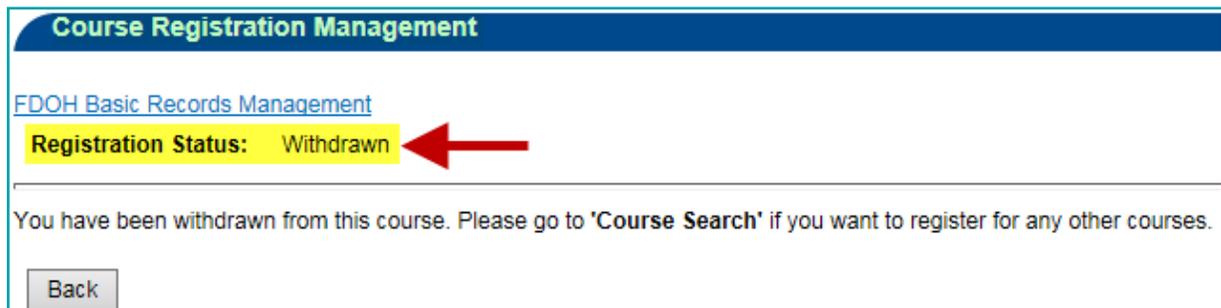
Please note that if you proceed with withdrawal this course will be set as Withdrawn and will no longer be visible in <<My Learning>> section. Are you sure you want to withdraw yourself from this course?



Step 6: The window will close and the Course Registration Management page will refresh.

The course **Registration Status** will show as **Withdrawn**.

You have successfully withdrawn from the course.



Course Registration Management

[FDOH Basic Records Management](#)

Registration Status: Withdrawn 

You have been withdrawn from this course. Please go to 'Course Search' if you want to register for any other courses.

Once you have withdrawn from the course, it will still be listed on your TRAIN Transcript, and marked as Withdrawn. **You can remove the course from your transcript if you choose.**

Step 7: Go to your TRAIN Florida home page - Locate your personal **Dashboard**.

Click on the **My Learning** tile to open the menu. Click on the **TRAIN Transcript** button.

Learner's Dashboard

+ My Action Items Click to Expand

- My Learning ←

Course Name	Status	Format
FDOH Sexual Harassment Awareness	In Progress	Blended Learning Series
FDOH Team Leader Orientation	Post-Assessment Pending	Web-based Training - Self-study
FDOH Test Course - Instructional	Completed	Web-based Training - Self-study

TRAIN Transcript Current Courses Archived Courses

Step 8: You will be directed to the **Transcript** page - Locate the course you wish to remove.

Click the **R** button **R** next to the course.

Transcript Add Trainingfinder Course Export

Tip: To sort the transcript by column, click the title-text of that column.

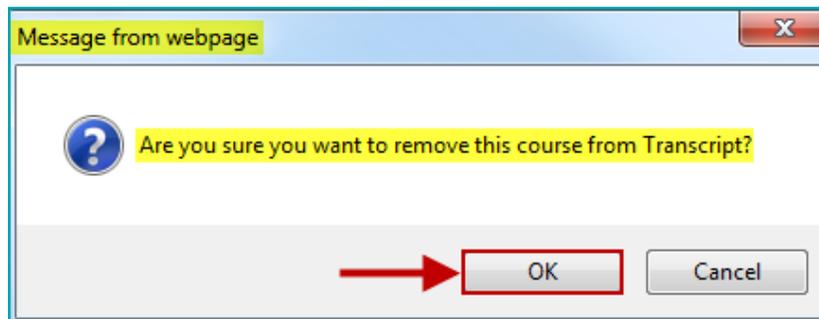
Click on course title to view course details

Course	Reviews	Registered	Completed	Format	Pre-Assessment Score	Final Score	Credit	Verified	Withdrawn
FDOH HIV/AIDS 101 In the News	Reviews	6/18/2013	6/18/2013	Web-based Training - Self-study	N/A	120.00 points Passed	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/> R
FDOH Mandatory Refresher Training FY14-15	Reviews	2/9/2015	2/11/2015	Web-based Training - Self-study	N/A	96.00 points Passed	Contact Hours: 1	<input checked="" type="checkbox"/>	<input type="checkbox"/> R
FDOH Annual OSHA Review 13-14 See blended learning serie transcript...	Reviews	7/15/2013	7/16/2013	Blended Learning Series	N/A	N/A	Contact Hours: 1	<input checked="" type="checkbox"/>	<input type="checkbox"/> R
FDOH Test Course - Instructional	Reviews	2/23/2015	2/23/2015	Web-based Training - Self-study	N/A	100.00 points Passed	Contact Hours: 1	<input checked="" type="checkbox"/>	<input type="checkbox"/> R
FDOH Basic Records Management	Reviews	3/25/2015	N/A	Web-based Training - Self-study	N/A	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> R

20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 1 to 12 of 12

Step 9: A **Message from webpage** window will open over the transcript page. It will ask you if you are sure you want to remove the course. **To complete the removal - Click OK.**



The course will be immediately removed from your transcript.

You have successfully removed the course from your TRAIN Florida transcript

If you have questions or need assistance regarding withdrawing from a course in TRAIN Florida, please contact your [Local TRAIN Florida Administrator](#).