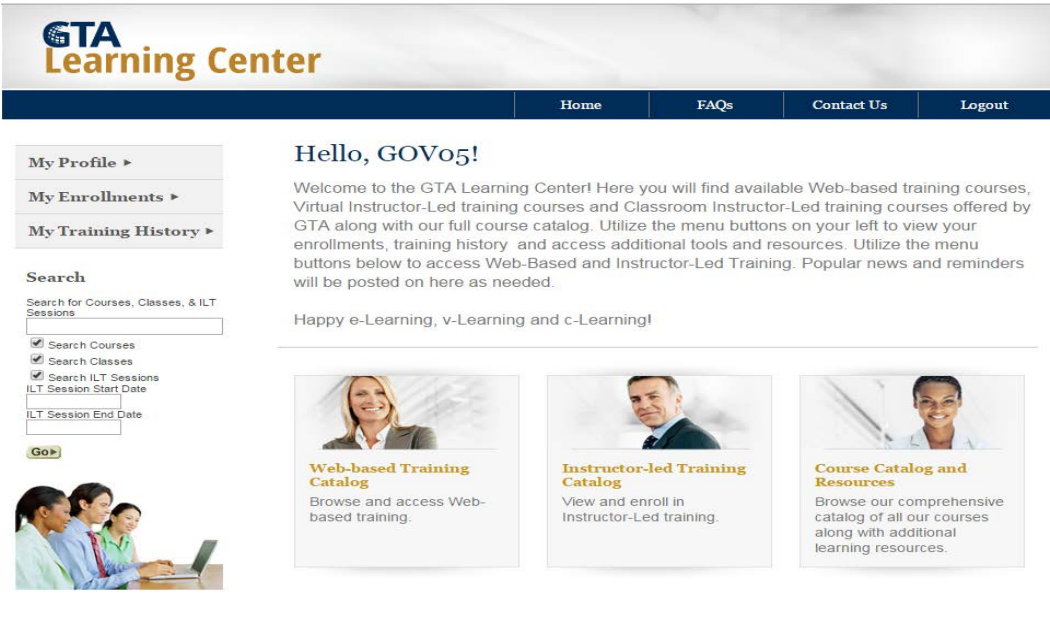
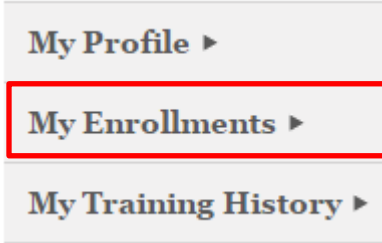


Methods and Procedures: Dropping a Class

STEP	ACTION	RESULT																					
1	Log on to GTA Learning Center	<p>User lands on the 'Home' page</p> 																					
2	Click on 'My Enrollments'																						
3	Click on the name of the class listed under 'Enrollment Name'	<table border="1"> <thead> <tr> <th>Event Type</th> <th>Enrollment Event</th> <th>Enrollment Name</th> <th>Date Start</th> <th>Date End</th> <th>Status</th> <th>Roster</th> </tr> </thead> <tbody> <tr> <td colspan="7">Future Enrollments</td> </tr> <tr> <td>Instructor Led Training Session</td> <td>Leadership for Project Managers Spring 2015 (1)</td> <td>Leadership for Project Managers Spring 2015 (1)</td> <td>3/16/2015 8:30 AM EDT</td> <td>3/17/2015 4:00 PM EDT</td> <td>Approved</td> <td>Roster Not Available</td> </tr> </tbody> </table> <p>A new window pops up:</p>	Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster	Future Enrollments							Instructor Led Training Session	Leadership for Project Managers Spring 2015 (1)	Leadership for Project Managers Spring 2015 (1)	3/16/2015 8:30 AM EDT	3/17/2015 4:00 PM EDT	Approved	Roster Not Available
Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster																	
Future Enrollments																							
Instructor Led Training Session	Leadership for Project Managers Spring 2015 (1)	Leadership for Project Managers Spring 2015 (1)	3/16/2015 8:30 AM EDT	3/17/2015 4:00 PM EDT	Approved	Roster Not Available																	

Enrollment Information - Google Chrome
 ga.learn.taleo.net/eventscalendar/enrollments_popupControl2.asp?sessionId=3-AA089238-9/CB-4888-8593-40015A9355F9&DC1=1&eid=11

Enrollment Information Drop

▼ Session Information

- Event Type: Instructor Led Training Session
- Name: Leadership for Project Managers Spring 2015 (1)
- Description: Leadership in Project Management
- Start Date: 3/16/2015 8:30 AM EDT
- End Date: 3/17/2015 4:00 PM EDT

▼ Registration Information

- Name: Leadership for Project Managers Spring 2015 (1)
- Description: Leadership in Project Management
- Enrollment Opens: 1/22/2015 8:00 AM EDT
- Enrollment Closes: 3/16/2015 8:00 AM EDT
- Minimum Seats: 0
- Maximum Seats: 15
- Seats Remaining: 12
- Current Status: Approved

4 Click on 'Drop' at the top right hand corner of screen to drop the class.

Enrollment Information - Google Chrome
 ga.learn.taleo.net/eventscalendar/enrollments_popupControl2.asp?sessionId=3-AA089238-9/CB-4888-8593-40015A9355F9&DC1=1&eid=11

Enrollment Information Drop

▼ Session Information

- Event Type: Instructor Led Training Session
- Name: Leadership for Project Managers Spring 2015 (1)
- Description: Leadership in Project Management
- Start Date: 3/16/2015 8:30 AM EDT
- End Date: 3/17/2015 4:00 PM EDT

▼ Registration Information

- Name: Leadership for Project Managers Spring 2015 (1)
- Description: Leadership in Project Management
- Enrollment Opens: 1/22/2015 8:00 AM EDT
- Enrollment Closes: 3/16/2015 8:00 AM EDT
- Minimum Seats: 0
- Maximum Seats: 15
- Seats Remaining: 12
- Current Status: Approved

User sees a confirmation message at top of screen and status is updated in My Enrollments:

You have been deleted from the enrollment.

Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster
Future Enrollments						
Instructor Led Training Session	Leadership for Project Managers Spring 2015 (1)	Leadership for Project Managers Spring 2015 (1)	3/16/2015 8:30 AM EDT	3/17/2015 4:00 PM EDT	User Dropped	Roster Not Available

End of Method

	and/or Procedure	
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