

## Methods and Procedures: Dropping a Class

STEP	ACTION	RESULT			
1	Log on to GTA Learning Center	User lands on the 'Home' page			
		GTA Learning Center			
		Home FAQs Contact Us Logout			
		My Profile >       Hello, GOV05!         My Enrollments >       Welcome to the GTA Learning Centerl Here you will find available Web-based training courses, or your left to view your or your left to view your enrollments, training history and access additional tools and resources. Utilize the menu buttons below to access Web-Based and Instructor-Led Training. Popular news and reminders will be posted on here as needed.         Search Courses       Search Courses         Search Courses       Happy e-Learning, v-Learning and c-Learning!			
		<sup>®</sup> Search ILT Sessions             LT Session End Date <b>UT Session</b> End Date <b>Web-based Training Drowse</b> and access Web- <b>Dase Distructor-Led Training Instructor-Led Training Distructor-Led Training</b>			
2	Click on 'My Enrollments'	My Profile ►			
		My Enrollments ►			
		My Training History ►			
3	Click on the name	Event Type Enrollment Event Enrollment Name Date Start Date End Status Roster			
	of the class listed	Future Enrollments			
	under 'Enrollment Name'	Instructor Led         Leadership for Project         Leadership for Project         3/17/2015         Roster           Training Session         Managers Spring         Managers Spring         3/16/2015         4:00 PM         Approved         Not           2015 (1)         2015 (1)         2015 (1)         8:30 AM         EDT         Available			
		A new window pops up:			

		ga.learn.taleo.net/eventscalendar/er	r/enrollments_popupControl2.asp?sessionid=3-AA089238-97CB-4888-8593-40015A9355F9&DCT=1&eid=11
		Enrollment Information	2 D
		<ul> <li>Session information</li> </ul>	
		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 cot
		End Date	3/17/2015.400 PM <u>cor</u>
		▼ Registration Information	
		Name	Leadership for Project Managers Spring 2015 (1)
		Description	Leadership in Project Management.
		Enrollment Opens	1/22/2015 8:00 AM <u>con</u>
		Enrollment Closes	3/16/2015 8:00 AM FOT
		Minimum Seats	0
		Maximum Seats	15
		Seats Remaining	12
		Current Status	Approved
		<u> </u>	
	k on 'Drop' at		
	top right hand	Enrollment Information - Google Chrome	
	ner of screen	] ga.learn.taleo.net/eventscalendar/er	r/enrollments_popupControl2.asp?sessionid=3-AAU89238-97C8-4888-8593-40015A9355F9&DCT=1&eid=11
d	rop the class.	Enrollment Information	£ <sup>D</sup>
		▼ 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 cot
		End Date	3/17/2015 4:00 PM <u>E01</u>
		Name	Leadership for Project Managers Spring 2015 (1)
		Description	Leadership in Project Management.
		Enrollment Opens	1/22/2015 8:00 AM <u>cot</u>
		Enrollment Closes	3/16/2015 8:00 AM ECT
		Minimum Seats	0
		Maximum Seats	15
		Seats Remaining	12
		Current Status	Approved
		Current Status	nevi vrev
			nfirmation massage at top of earoon and status is undeted in Mer
		User sees a con Enrollments:	nfirmation message at top of screen and status is updated in My
		Enroliments:	
		A You have t	been deleted from the enrollment.
		Tou nave b	over deleted nom die en onnen.
		Event Type	Enrollment Event Enrollment Name Date Start Date End Status Roster
		Future Enrollments	
			Leadership for Leadership for Project 3/17/2015 Roster
		Instructor Led	Project Managers Managers Spring 3/16/2015 4:00 PM User Not
		Training Session	Spring 2015 (1) 2015 (1) 8:30 AM EDT EDT Dropped Available
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and/or	
Procedure	