



Job Aid: Withdraw from a Scheduled Offering

Purpose

The purpose of this job aid is to guide you through the step-by-step process of withdrawing from a scheduled offering. A scheduled offering is an item or learning event with a scheduled date and time. Typically, scheduled offerings are led by an instructor or facilitator.

In this job aid, you will learn how to:

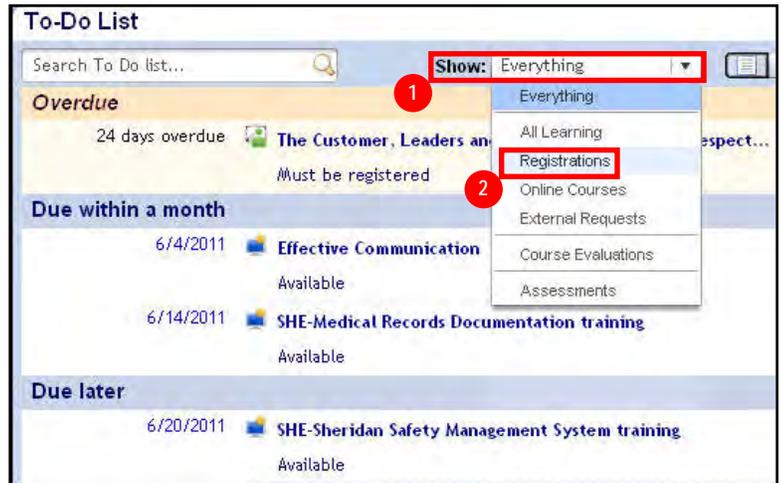
- A. Access a Scheduled Offering
- B. Withdraw from a Scheduled Offering



Task A. Accessing a Scheduled Offering

If a scheduled offering is on your To-Do list, then you can access the assignment information section to see who assigned the item, when they assigned it, and when you must complete the assignment. To access a scheduled offering:

1. Click the *Show* drop-down menu.
2. Select **Registrations** from the *Show* drop-down list on the *To-Do List* section of the VA TMS Home page.





Task B. Withdrawing from a Scheduled Offering

Once you have selected the Registration option from the Show drop-down list under your To-Do list, complete the following steps to withdraw from a scheduled offering.

1. Hover over the item you wish to remove located in your *To-Do List*.
2. Click **Withdraw** from the pop up display.
3. Click **Yes** in the dialog box that appears to remove the item from your *To-Do List*.
4. Click **Yes** from the *Current Registrations* page to confirm item withdrawal.
5. Click the **Back** link from the *Registration* page to return to the VA TMS Home page.

