

How-To Guide for LEARN: Withdraw From A Course

1. Introduction

Welcome to the How-To Guide for LEARN!

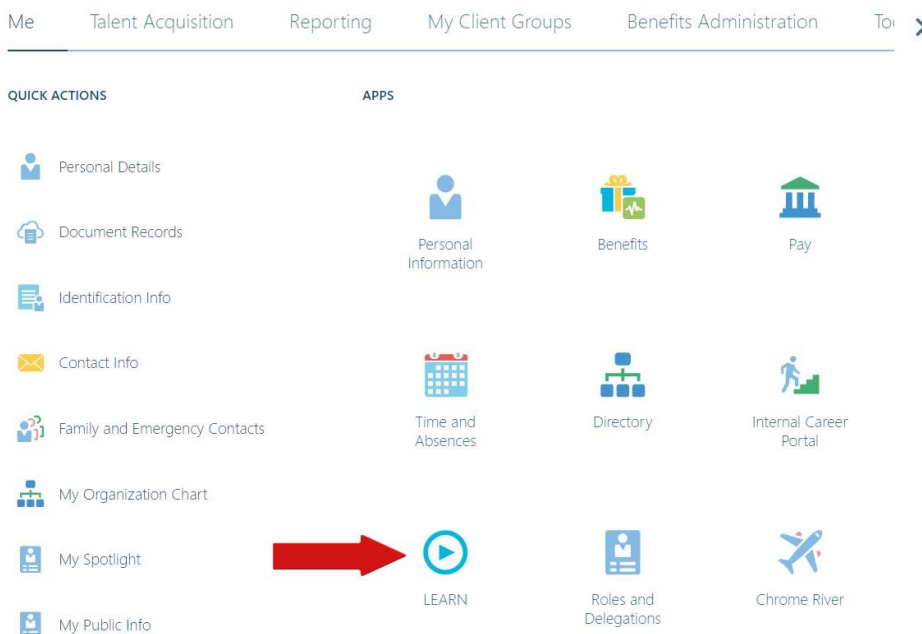
In this guide, we'll walk you through the step-by-step process of how to withdraw from courses on LEARN, empowering you to make the most of this invaluable resource and accelerate your professional development journey.

2. Step-by-Step Instructions

Step 1: Access LEARN

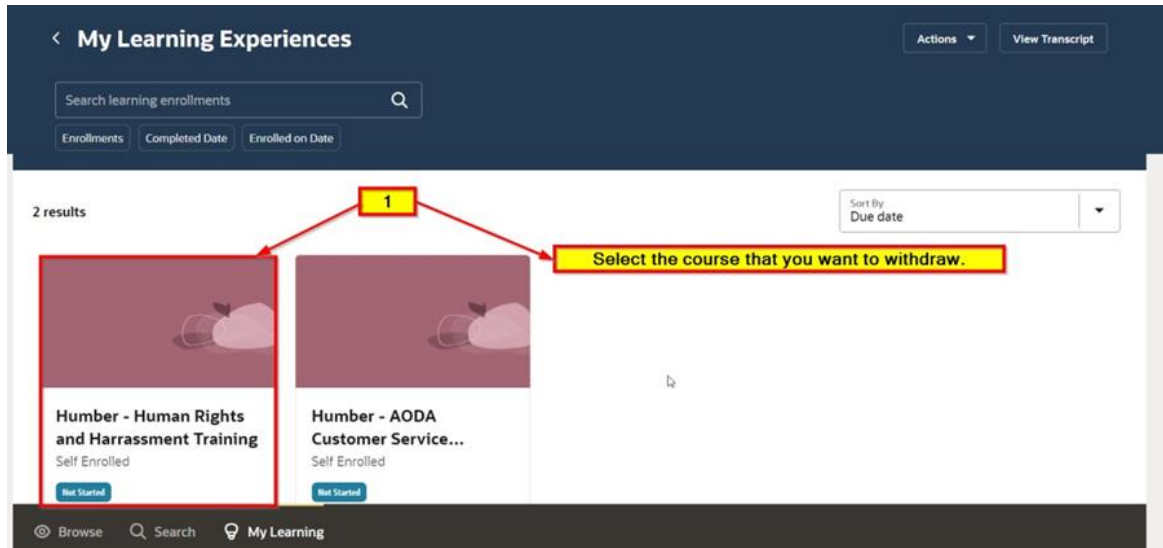
Sign into the HRMS using your single sign-on ID and password and then click on the 'LEARN' icon.

(<https://hdqb.login.ca2.oraclecloud.com/>)



The screenshot shows the HRMS dashboard with a navigation bar at the top containing: Me, Talent Acquisition, Reporting, My Client Groups, Benefits Administration, and To >. Below the navigation bar, there are two columns: QUICK ACTIONS and APPS. The QUICK ACTIONS column lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Spotlight, and My Public Info. The APPS column lists: Personal Information, Benefits, Pay, Time and Absences, Directory, Internal Career Portal, LEARN, Roles and Delegations, and Chrome River. A red arrow points to the LEARN icon, which is a blue circle with a white play button symbol.

Step 2: Select the Course You Wish to Withdraw From

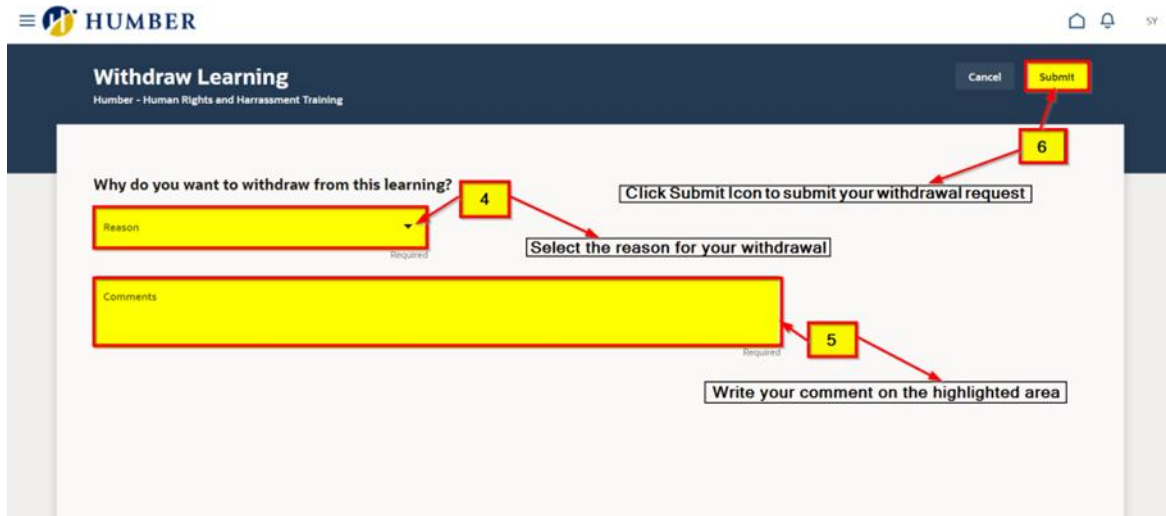


Step 3: Withdraw from the Course

3.1 Click the 'Actions' drop-down and then click 'Withdraw'.



3.2 Click on the **'Reason'** drop-down to select the reason for your withdrawal. In the **'Comments'** text box, provide further details on why you wish to withdraw from the course, and then click the **'Submit'** icon to submit your withdrawal request.



The screenshot shows a web interface for "Withdraw Learning" with the following elements and callouts:

- 4**: Points to the "Reason" dropdown menu. A text box below it says "Select the reason for your withdrawal".
- 5**: Points to the "Comments" text area. A text box below it says "Write your comment on the highlighted area".
- 6**: Points to the "Submit" button. A text box above it says "Click Submit Icon to submit your withdrawal request".

Other visible elements include a "Cancel" button, a Humber logo, and a user profile icon labeled "SY".

3. Tips and Best Practices

While LEARN offers a vast array of courses to explore, it's essential to manage your learning journey effectively, including dropping courses when necessary. We recommend that you **regularly review your course load, consider your learning objectives, assess your progress, communicate with your manager, or mentor, and follow platform guidelines.**

4. Troubleshooting

If you are accessing the HRMS for the first time, you might encounter authentication errors. It is essential to confirm the accuracy of your credentials and permissions for the service connection.

Issue: Authentication error when accessing the HRMS.

Solution: Double-check the entered credentials and ensure that the permissions for the service connection are accurate. Seek guidance from your manager or contact the [HR Support Centre](#).

Issue: Unable to access specific features or resources within the HRMS.

Solution: Review the permissions assigned to your account and contact the [HR Support Centre](#) for assistance.