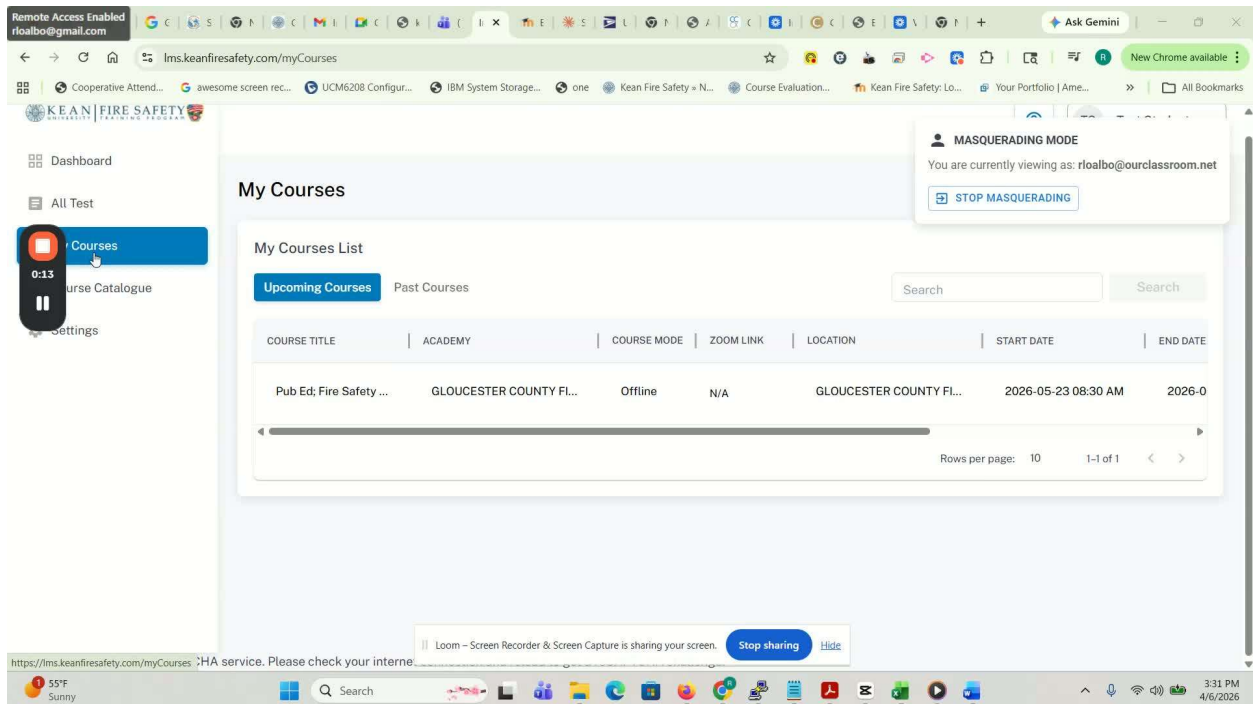


## How to Withdraw from a Course

### Step 1: Access Your Courses



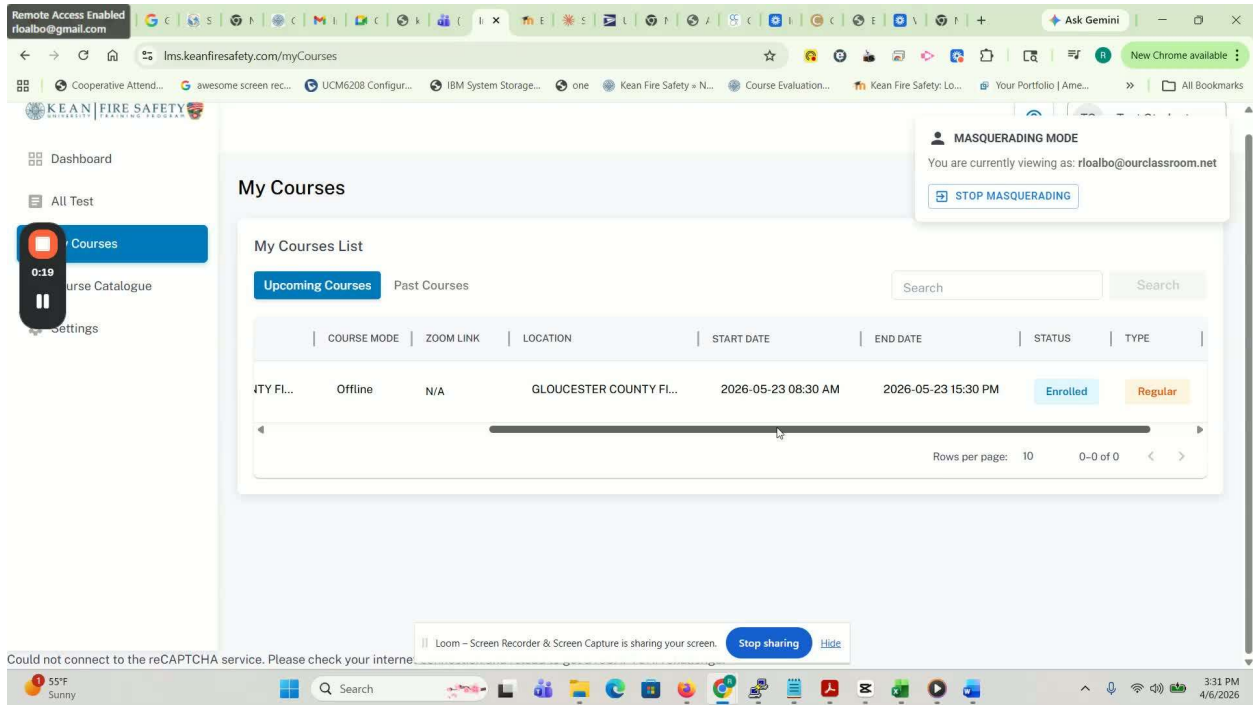
The screenshot shows a web browser window displaying the LMS interface. The left sidebar has a menu with 'Courses' highlighted. The main content area is titled 'My Courses' and contains a 'My Courses List' section. This section has two tabs: 'Upcoming Courses' (selected) and 'Past Courses'. Below the tabs is a table with the following data:

COURSE TITLE	ACADEMY	COURSE MODE	ZOOM LINK	LOCATION	START DATE	END DATE
Pub Ed, Fire Safety...	GLOUCESTER COUNTY FL...	Offline	N/A	GLOUCESTER COUNTY FL...	2026-05-23 08:30 AM	2026-0

At the bottom of the table, it says 'Rows per page: 10' and '1-1 of 1'. There are also search bars and navigation arrows. A 'MASQUERADING MODE' notification is visible in the top right corner, and a 'Loom - Screen Recorder & Screen Capture' notification is at the bottom.

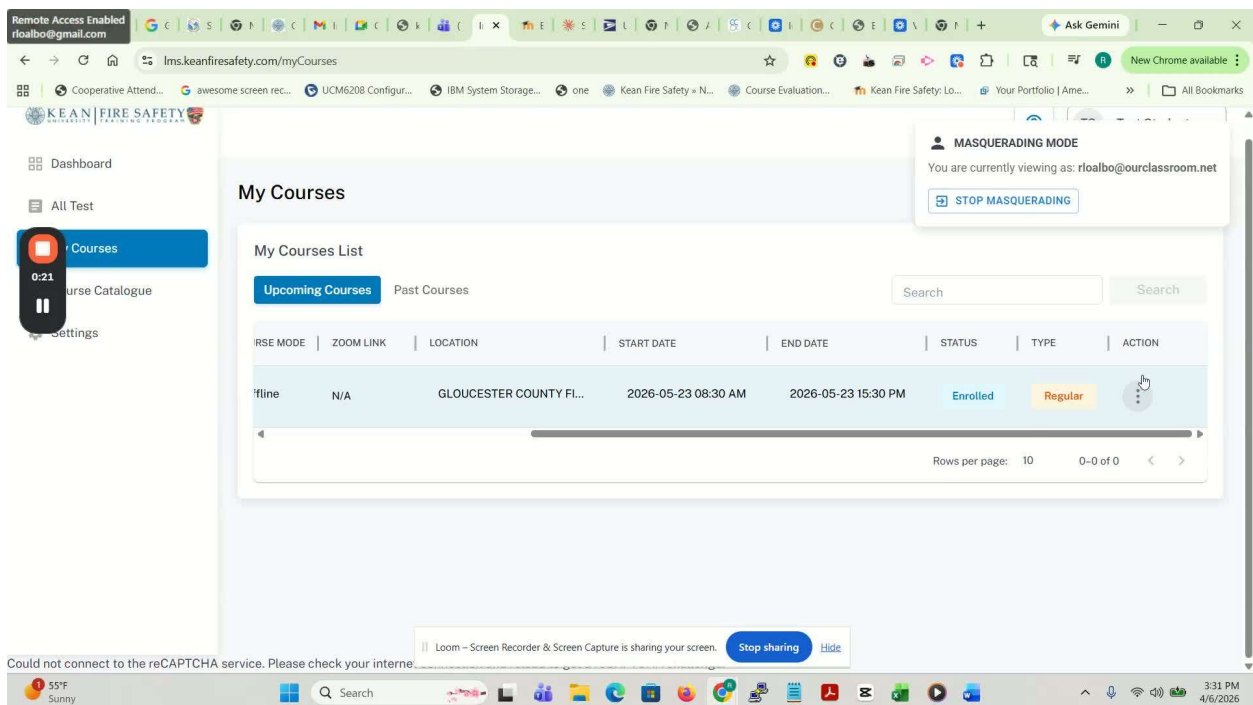
- Go to the 'My Courses' section.
- Click on 'Upcoming Courses'.

### Step 2: Select the Course



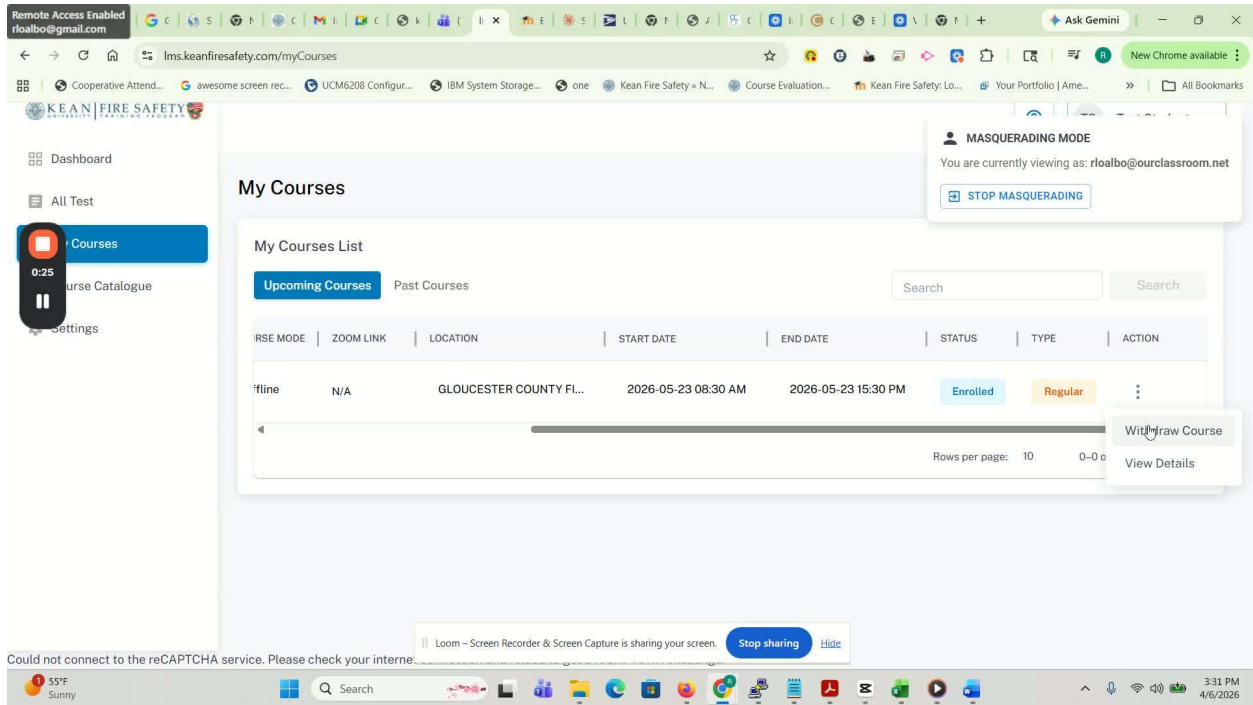
- Scroll down to find the course you wish to withdraw from.

### Step 3: Initiate Withdrawal



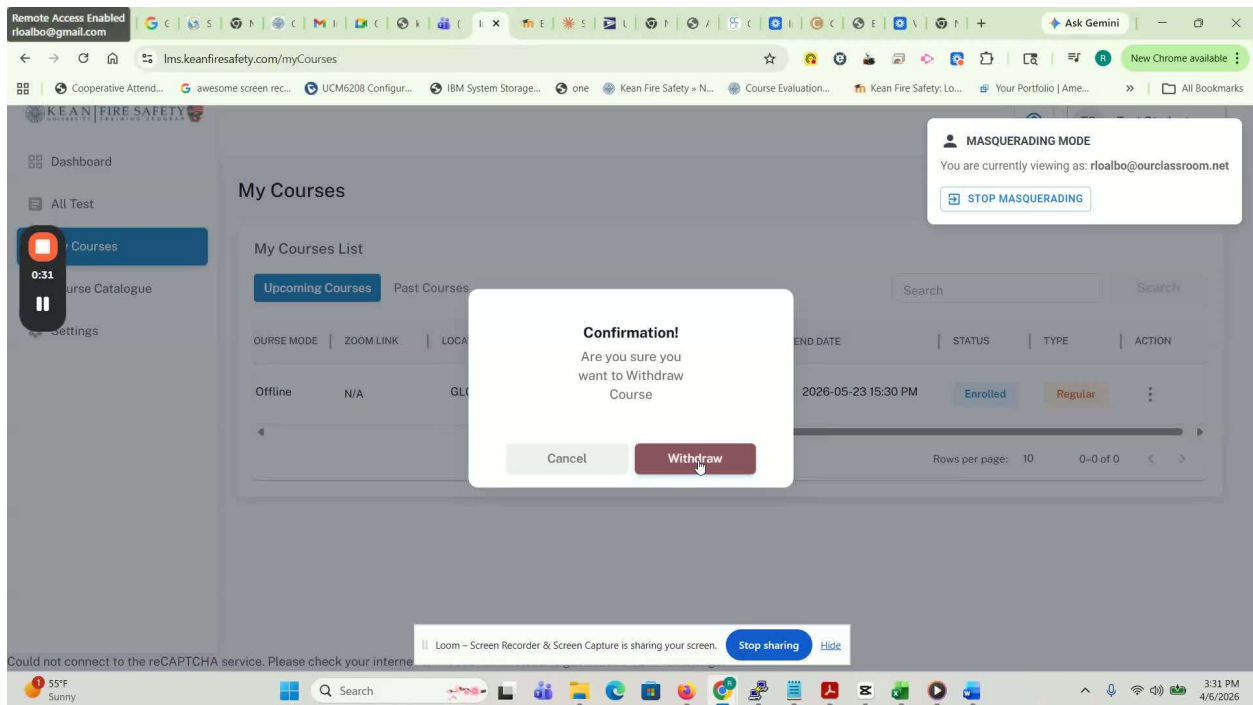
- Click the 'Action' button located on the right side of the course listing.

### Step 4: Confirm Withdrawal



- Click on 'Withdraw Course'.
- A confirmation prompt will appear.

### Step 5: Complete Withdrawal



- Click 'Withdraw' again to confirm your decision.

- You have now successfully withdrawn from the course.