Once you log into E-Track, FIRST change your login mode at the top left from “My Activities” to “Manage Trainees”. The screen will refresh, THEN click the dark-blue Activities tab above your name.
On the left-hand menu, enter the name of the person you wish to withdraw from a session. Click the arrow to locate the person’s record.
Click on the person’s underlined name to access their To Do List.
Click on the underlined title of the session from which you want to withdraw this person.
The Learning Details appear on the screen. On the left-hand menu, click **Withdraw from this Class**.
The session details are displayed. Again select **Withdraw from this class** on the left menu.
E-Track confirms that the person has been withdrawn from the session. Click the OK button. You will be returned to your Dashboard screen.