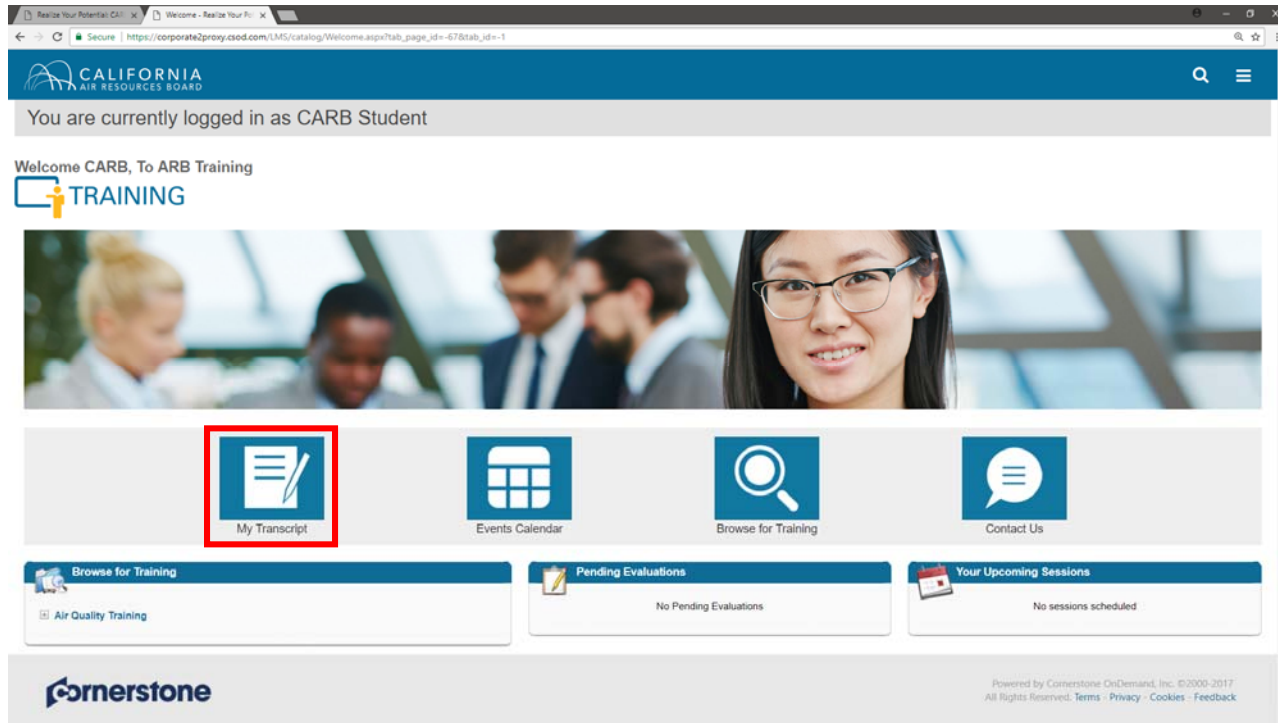




Welcome to the new CARB Air Quality Training System. Here are the steps you'll need to take to withdraw from a class.

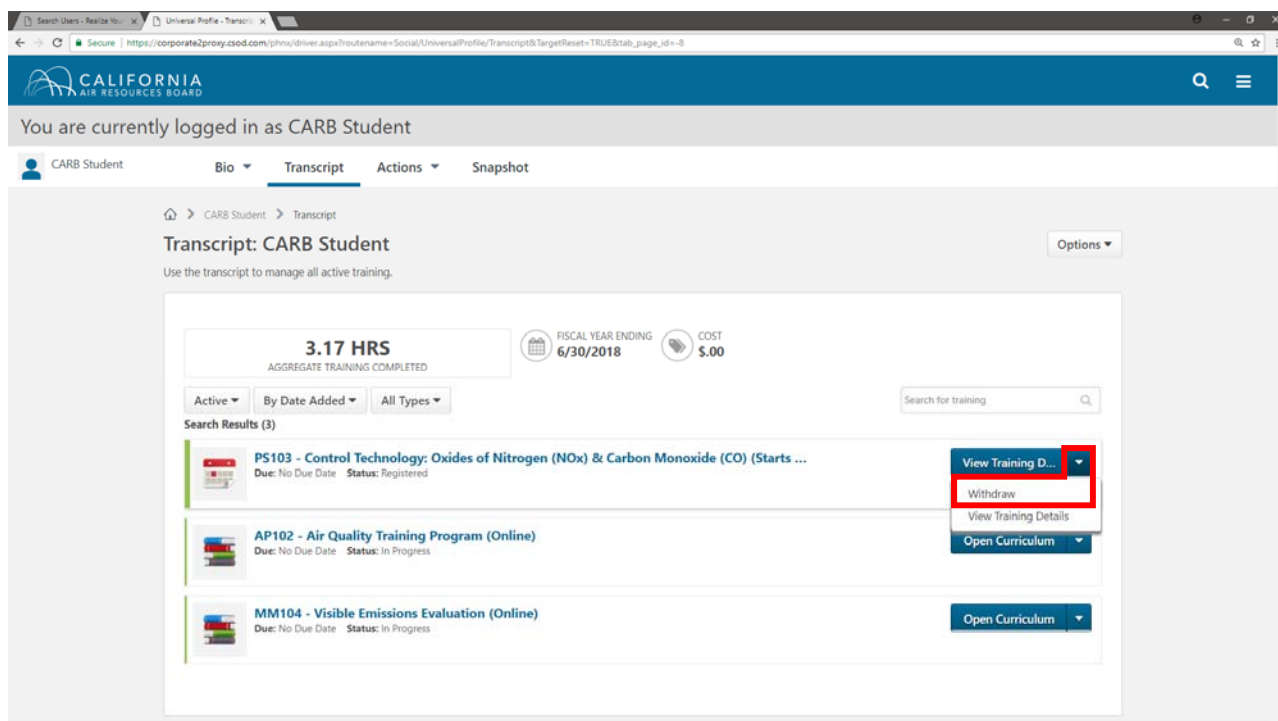
### **Step 1: Navigate to the "My Transcript" Page**

Once logged in, select My Transcript to show a list of your active classes.



### **Step 2: Withdraw from the Class**

After you have identified the class on your transcript that you plan to withdraw from, press the dropdown arrow and select "Withdraw."



## Step 2: Select a Reason for Withdrawal

You'll be asked to state why you're withdrawing from the class once you've begun the withdrawal process.

The screenshot shows the California Air Resources Board website. The user is logged in as a CARB Student. The page title is "Withdraw Registration". Below the title, there is a message: "If you withdraw your registration for this session, you will immediately be withdrawn from the roster." The main content area is titled "Session Details" and contains the following information:

- Event Name: PS103 - Control Technology: Oxides of Nitrogen (NOx) & Carbon Monoxide (CO)
- Date / Time: (1) 11/17/2017 8:30 AM - 11/17/2017 5:00 PM
- Location: South Coast AQMD Office
- Refunds: \$0.00 for withdrawal 3 days prior to session start date

Below the session details is a section titled "SESSION WITHDRAWAL OPTIONS". It features a dropdown menu with "Illness/Family Emergency" selected. Below the dropdown is a text input field containing "I have the flu." At the bottom of the form are "Submit" and "Cancel" buttons.

At the bottom of the page, there is a "Cornerstone" logo on the left and a footer on the right that reads: "Powered by Cornerstone OnDemand, Inc. ©2000-2017 All Rights Reserved. Terms - Privacy - Cookies - Feedback".

## Step 3: Verify Withdrawal Status

The class will still appear on your active classes once you're redirected to the My Transcript page. However, the class status will have to be changed from "Registered" to "Withdrawn." You will also receive an email confirming that you have completed the withdrawal process.

The screenshot shows the California Air Resources Board website. The user is logged in as a CARB Student. The page title is "Transcript: CARB Student". Below the title, there is a message: "Use the transcript to manage all active training." The main content area displays the following information:

- 3.17 HRS AGGREGATE TRAINING COMPLETED
- FISCAL YEAR ENDING: 6/30/2018
- COST: \$0.00

Below this information are filters for "Active", "By Date Added", and "All Types". There is also a search bar labeled "Search for training". The search results show three items:

- PS103 - Control Technology: Oxides of Nitrogen (NOx) & Carbon Monoxide (CO) (Starts ...). Status: Withdrawn (highlighted in red).
- API02 - Air Quality Training Program (Online). Status: In Progress.
- MM104 - Visible Emissions Evaluation (Online). Status: In Progress.

Each item has a button to "Select Session" or "Open Curriculum".