

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



How to cancel enrollment:

Select the course to cancel from the Home screen:

Learn / Current Training

Current Training

Find More Training

All Statuses ▾ All content types ▾ Filter Reset

Print Save as PDF

Title	Started/Begins	Due/Ends	Action
VDSS - GEN1501: Train the Trainer (31) Classroom Section	Begins JUN 7 2023 9:00 AM	Ends JUN 9 2023 5:00 PM	View ▾
MVP HR Policy & Law - Performance Management Curriculum Curriculum 20%	Started APR 9	No Due Date	View ▾

or

From your transcript, (filter to see enrolled status) select the course.



Learn ▾

Manage ▾

Administer ▾

Catalog

Search Catalog



Create ▾



Learn / Transcript

Transcript

All Training

Curriculums

External Learning

Training Assignments

Certifications

More ▾

All Training

Print

Save as P

Search for

Search for Content

Type

All Training

Status

Enrolled

From

To

Filter

Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Act
VDSS - COVLC101: New Regional Office Administrator Training (1)	Classroom	Enrolled		10/26/2017				
VDSS - GEN1501: Train the Trainer (31)	Classroom	Enrolled		6/6/2023				
VDSS - Standard E-Learning Survey	Survey	Enrolled		4/6/2022				

In the Overview - Scroll down under the description to the "Enrolled" box and select "Cancel Enrollment"

Course Number GEN1501	Course Provider (VDSS - Division of Family Services)	Duration 18 Hour(s)
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Enrolled

VDSS - GEN1501: Train the Trainer (LTD Trainers ONLY)	VDSS - GEN1501: Train the Trainer (LTD Trainers ONLY)	Cancel Enrollment Cancel enrollment by 6/7/2023 8:00 AM
	📅 6/7/2023 - 6/9/2023	
	🕒 9:00 AM - 5:00 PM	
	📍 VDSS - Charlottesville Room, VDSS - Training Center Central (Richmond, VA) (Map)	
	👤 LISA WALL	

or

From the Schedule – you will already see the Enrolled box and can select “Cancel Enrollment”.

The screenshot shows a web interface for the Virginia Department of Social Services. At the top, there are navigation tabs: 'Learn', 'Manage', and 'Administer'. A search bar labeled 'Catalog' and 'Search Catalog' is present, along with a 'Create' button and a help icon. The main header area is dark blue and contains the course title 'VDSS - GEN1501: Train the Trainer' and 'Classroom'. On the right side of the header, it states 'Enrolled in VDSS - GEN1501: Train the Trainer (LTD Trainers ONLY)', 'Next meets: 6/7/2023 9:00 AM', and 'Location: VDSS - Training Center Central, Richmond, VA'. Below the header is a navigation bar with 'Overview', 'Schedule', and 'History' tabs. The 'Schedule' tab is active. To the right of the tabs are 'Save' and 'Edit Content' buttons. Below the navigation bar, it says '1 scheduled section(s) (1 Available)'. A 'Sort by' dropdown menu is set to 'Status'. The main content area features a table with one row. The row has a green background and is labeled 'Enrolled'. The table content is as follows:

Enrolled		
VDSS - GEN1501: Train the Trainer (LTD Trainers ONLY)	VDSS - GEN1501: Train the Trainer (LTD Trainers ONLY) 6/7/2023 - 6/9/2023 9:00 AM - 5:00 PM VDSS - Charlottesville Room, VDSS - Training Center Central (Richmond, VA) (Map)	Cancel Enrollment Cancel enrollment by 6/7/2023 8:00 AM