

# HOW TO WITHDRAW FROM TRAINING

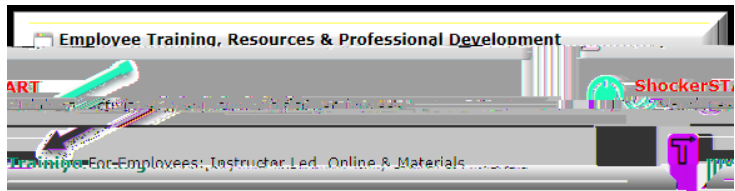
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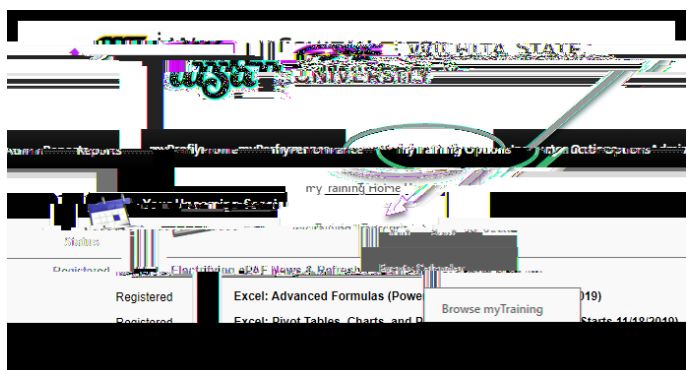
## Logging in to myTraining

- Start by logging in to myTraining through myWSU
- MyTraining is in the *Employee Training, Resources, Tools Professional Development* section.



## How to Withdraw

- Once logged in, hold your mouse over the myTraining Option section.
- Select myTraining Transcript





- When your myTraining Transcript with *Upcoming Sessions* appears,



myTraining

## CONTACT INFORMATION

➤ myTraining Questions: