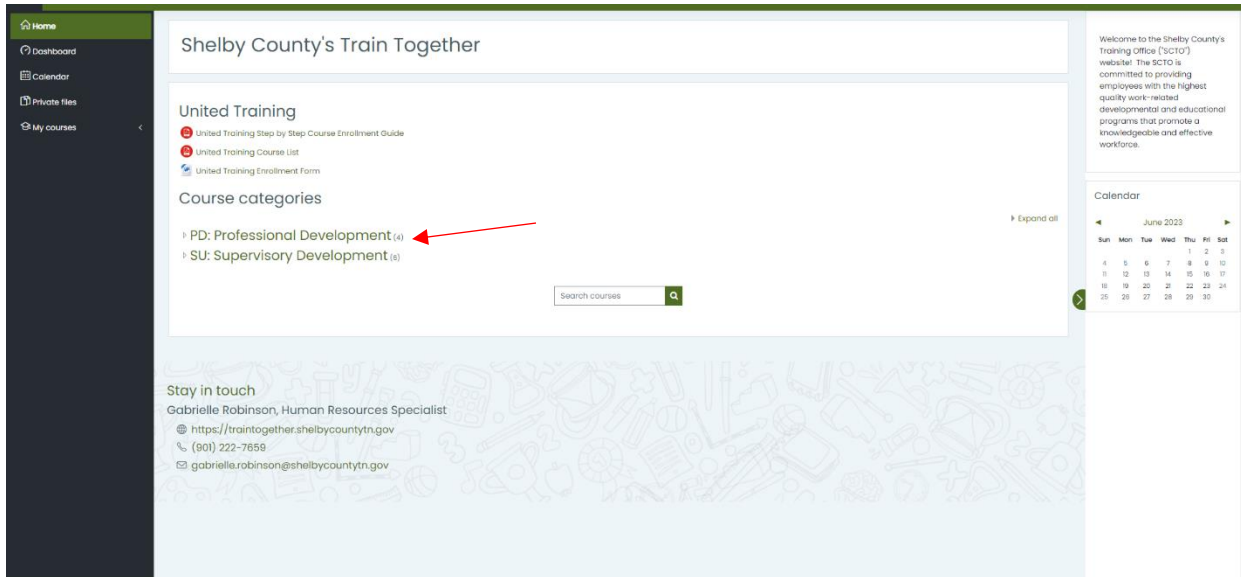


How to unenroll from training class.

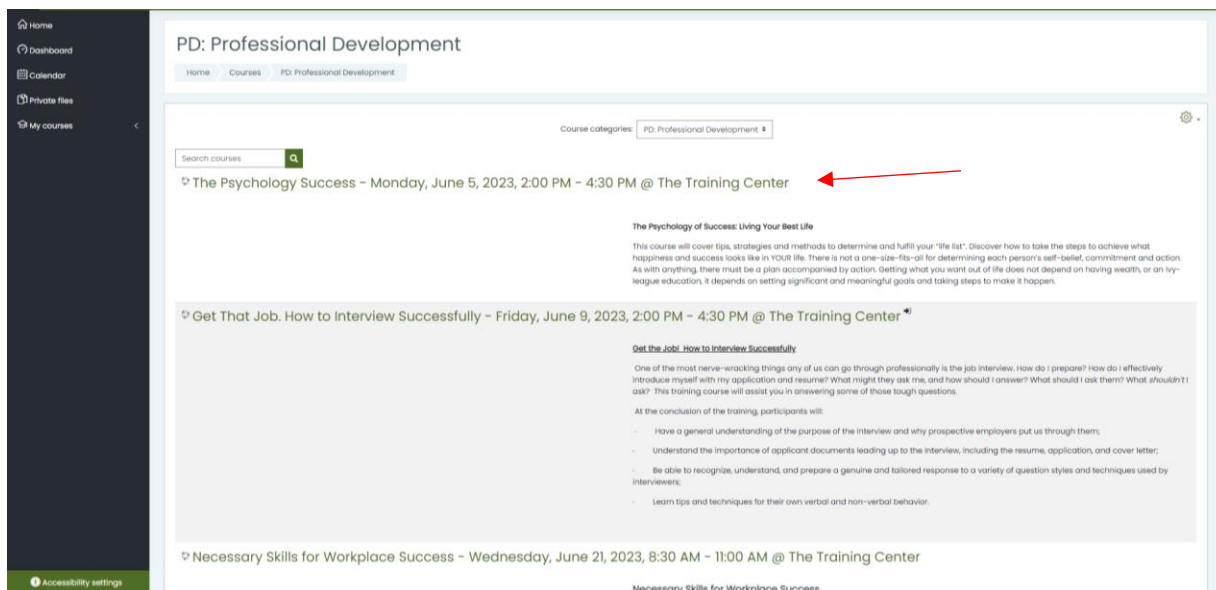
This is a step-by-step guide to unenrolling yourself from a specific training class in Train Together.

1. First, log into your Train Together account.
2. Next, select the course category.



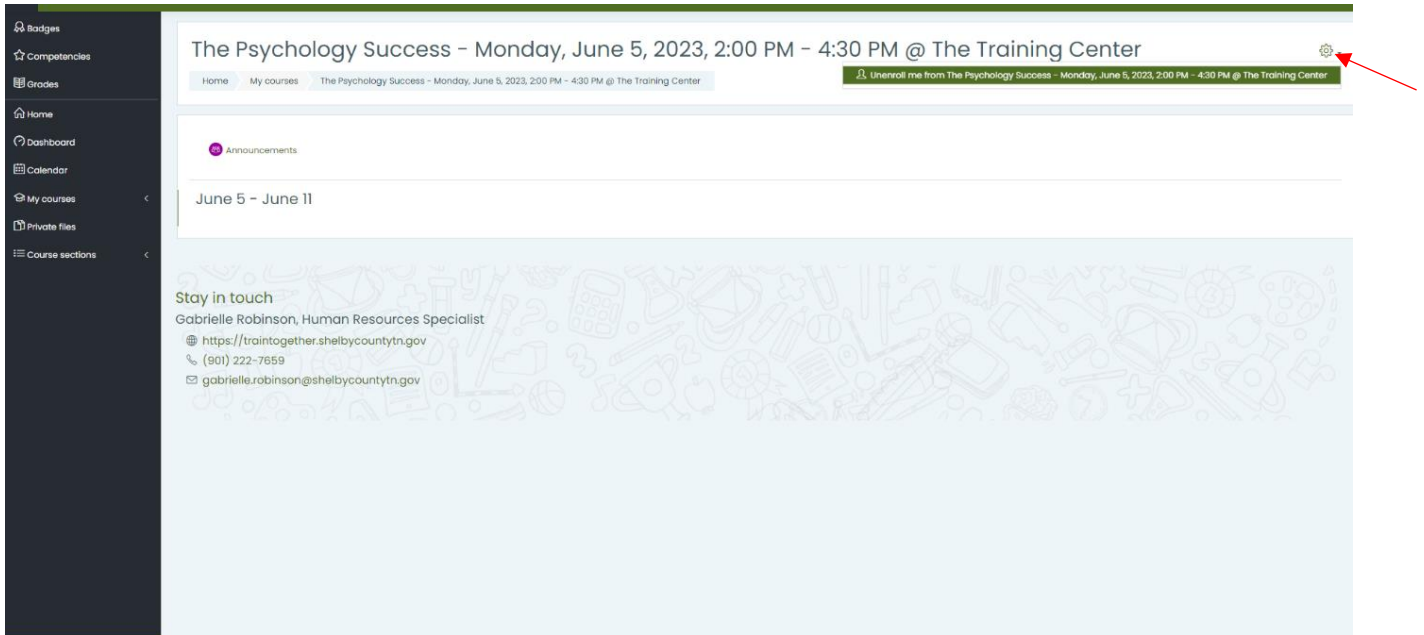
The screenshot shows the 'Shelby County's Train Together' dashboard. On the left is a dark sidebar with navigation links: Home, Dashboard, Calendar, Private files, and My courses. The main content area is titled 'United Training' and includes links for 'United Training Step by Step Course Enrollment Guide', 'United Training Course List', and 'United Training Enrollment Form'. Below this is the 'Course categories' section, which lists 'PD: Professional Development (4)' and 'SU: Supervisory Development (6)'. A red arrow points to the 'PD: Professional Development (4)' category. A search bar is located below the categories. On the right side, there is a welcome message from the SCTO and a calendar for June 2023. At the bottom, there is a 'Stay in touch' section with contact information for Gabrielle Robinson, Human Resources Specialist.

3. Then, select the training title.



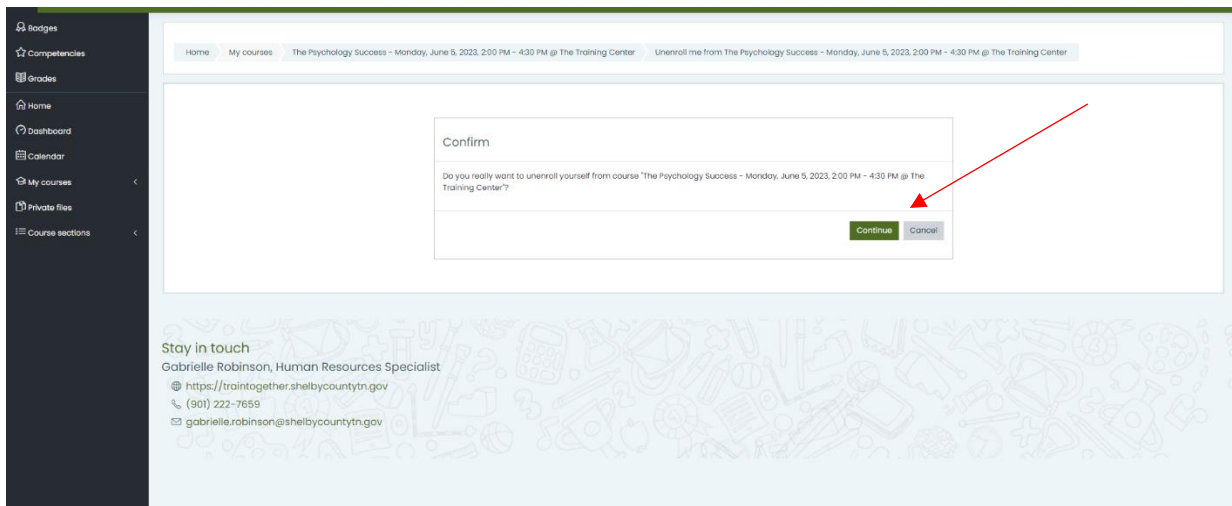
The screenshot shows the 'PD: Professional Development' course selection page. The breadcrumb trail at the top reads 'Home > Courses > PD: Professional Development'. A dropdown menu for 'Course categories' is set to 'PD: Professional Development'. A search bar is present. The main content area lists three courses, with a red arrow pointing to the first one: 'The Psychology Success - Monday, June 5, 2023, 2:00 PM - 4:30 PM @ The Training Center'. Below this course title is a description: 'The Psychology of Success: Living Your Best Life. This course will cover tips, strategies and methods to determine and fulfill your "life list". Discover how to take the steps to achieve what happiness and success looks like in YOUR life. There is not a one-size-fits-all for determining each person's self-belief, commitment and action. As with anything, there must be a plan accompanied by action. Getting what you want out of life does not depend on having wealth, or an Ivy-league education, it depends on setting significant and meaningful goals and taking steps to make it happen.' Below the description is a list of learning objectives. The other two courses listed are 'Get That Job. How to Interview Successfully - Friday, June 9, 2023, 2:00 PM - 4:30 PM @ The Training Center' and 'Necessary Skills for Workplace Success - Wednesday, June 21, 2023, 8:30 AM - 11:00 AM @ The Training Center'. An 'Accessibility settings' link is visible in the bottom left corner.

4. Next, click the gear wheel in the upper right corner.

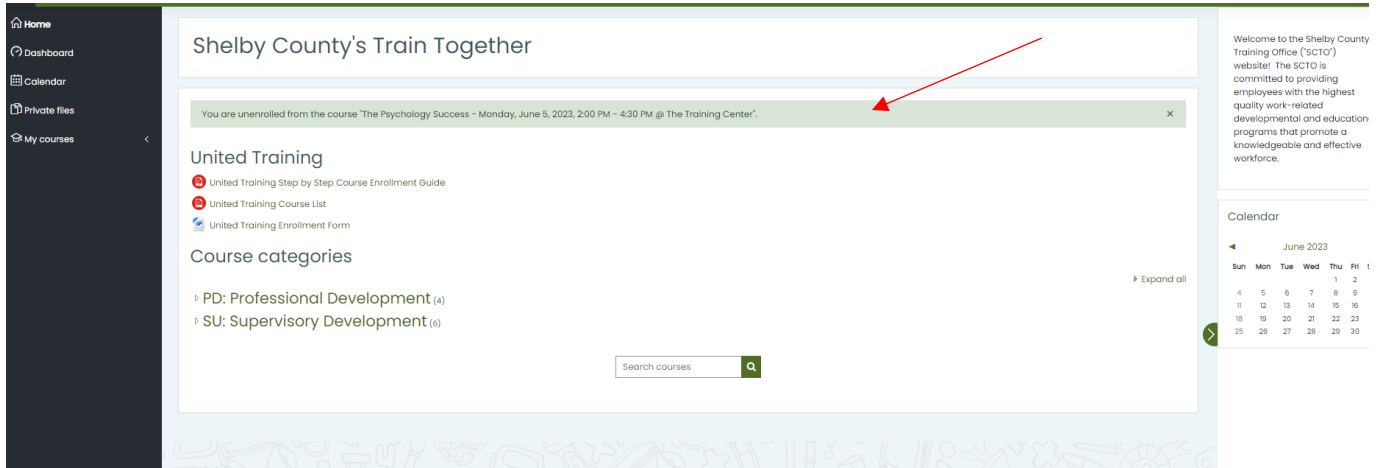


5. Click the option to unenroll from that specific training class highlighted in green.

6. A question will appear asking if you want to unenroll from that training class. Confirm your choice.



7. Lastly, a message will appear at the top of your next screen.



The screenshot displays the Shelby County Training Office website interface. On the left is a dark sidebar with navigation links: Home, Dashboard, Calendar, Private files, and My courses. The main content area is titled "Shelby County's Train Together" and features a green notification banner at the top that reads: "You are unenrolled from the course 'The Psychology Success - Monday, June 5, 2023, 2:00 PM - 4:30 PM @ The Training Center'." A red arrow points to this message. Below the notification, the page is organized into sections: "United Training" with links to enrollment guides, course lists, and forms; "Course categories" including "PD: Professional Development (4)" and "SU: Supervisory Development (6)"; and a search bar labeled "Search courses". On the right side, there is a welcome message from the SCTO and a calendar for June 2023.

Shelby County's Train Together

You are unenrolled from the course "The Psychology Success - Monday, June 5, 2023, 2:00 PM - 4:30 PM @ The Training Center".

United Training

- United Training Step by Step Course Enrollment Guide
- United Training Course List
- United Training Enrollment Form

Course categories

- PD: Professional Development (4)
- SU: Supervisory Development (6)

Search courses

Welcome to the Shelby County Training Office (SCTO) website! The SCTO is committed to providing employees with the highest quality work-related developmental and education programs that promote a knowledgeable and effective workforce.

Calendar

June 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | 1 | 2 | |
| 4 | 5 | 6 | 7 | 8 | 9 | |
| 11 | 12 | 13 | 14 | 15 | 16 | |
| 18 | 19 | 20 | 21 | 22 | 23 | |
| 25 | 26 | 27 | 28 | 29 | 30 | |