

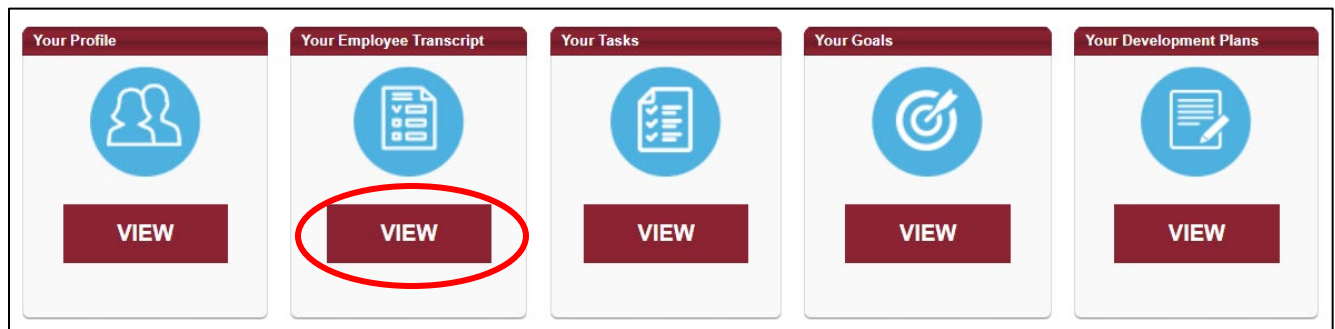


LEARNING AT DU

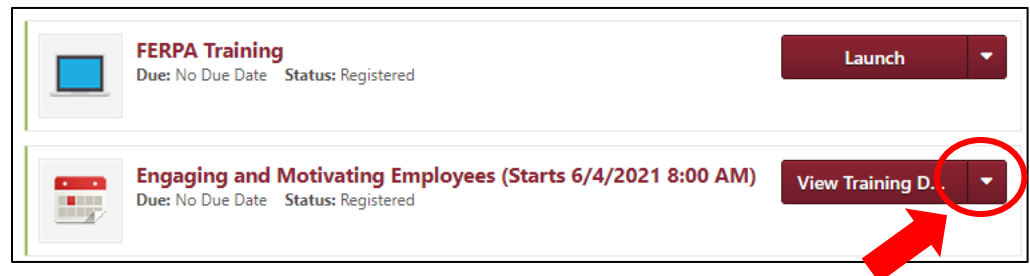
LMS USER GUIDE

HOW TO WITHDRAW FROM A SESSION

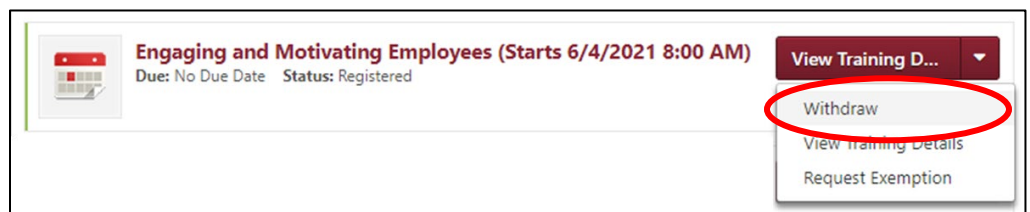
1. Log into [Pioneer@Work](#)
2. Enter your DU credentials (firstname.lastname@du.edu and password) which will bring you to the home screen.
3. Scroll down the page and click on “View” under the “Your Employee Transcript” widget.



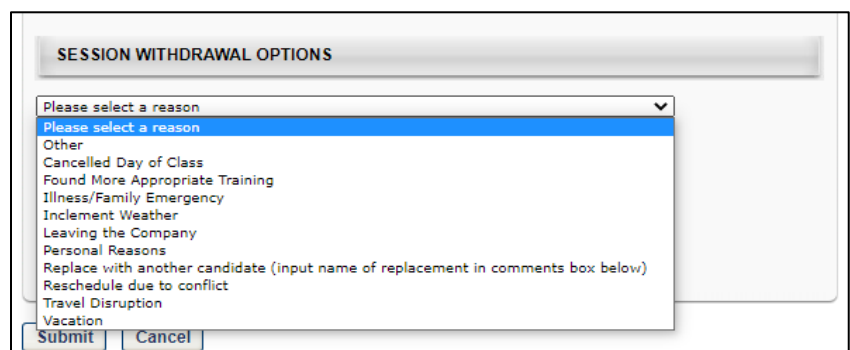
4. Locate the session you would like to withdraw from (sessions are represented by a calendar icon). Click on the dropdown arrow next to the session title.



5. Choose the “Withdraw” option from the dropdown menu.



6. Select a reason for withdrawing from the session.





7. Add any relevant comments to the text box, then click "Submit".

SESSION WITHDRAWAL OPTIONS

Reschedule due to conflict ▼

another meeting at the same time

Submit Cancel

8. You will receive an email confirming your withdrawal from the session.

QUESTIONS? Reach out to learning@du.edu