



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

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

The screenshot shows a web form titled "SESSION WITHDRAWAL OPTIONS". It features a text input field on the left containing the text "another meeting at the same time", which is circled in red. To the right of this field is a dropdown menu. Below the text field is another empty text input field. At the bottom of the form, there are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button, which is also circled in red.

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

QUESTIONS? *Reach out to learning@du.edu*