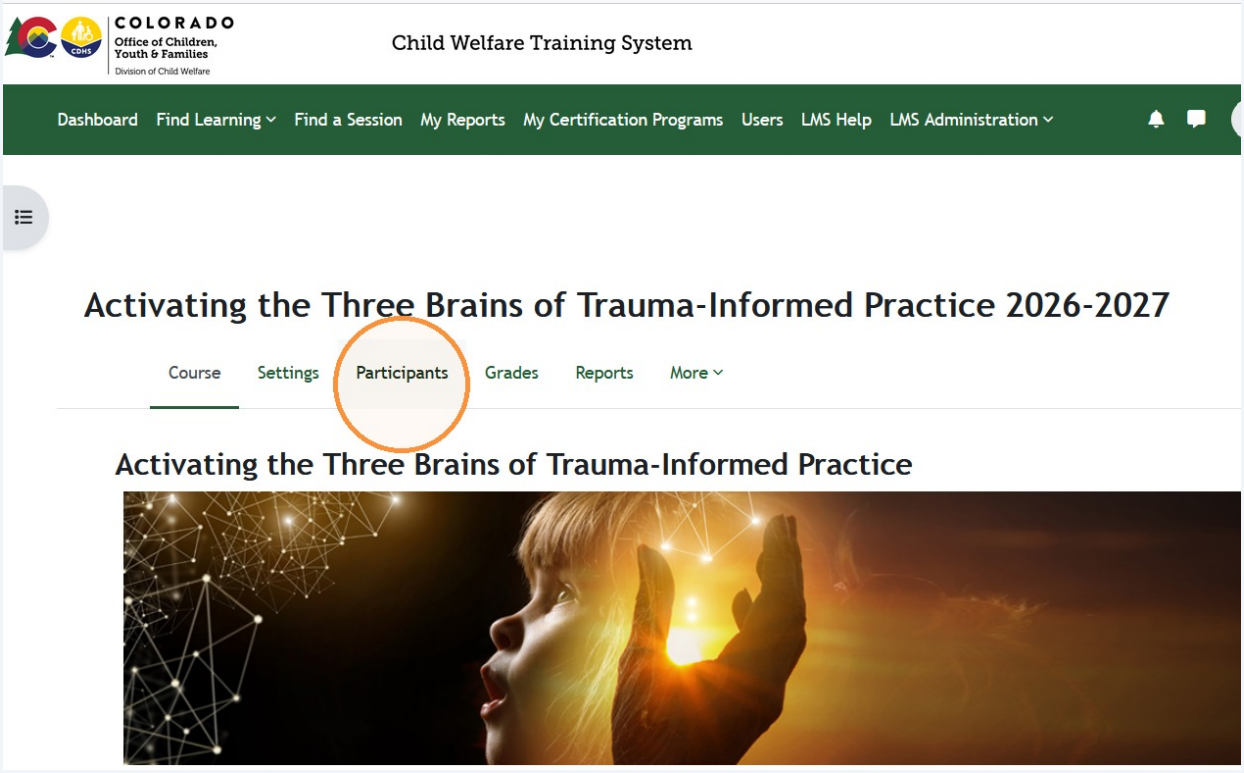
Unenroll a User from a Course

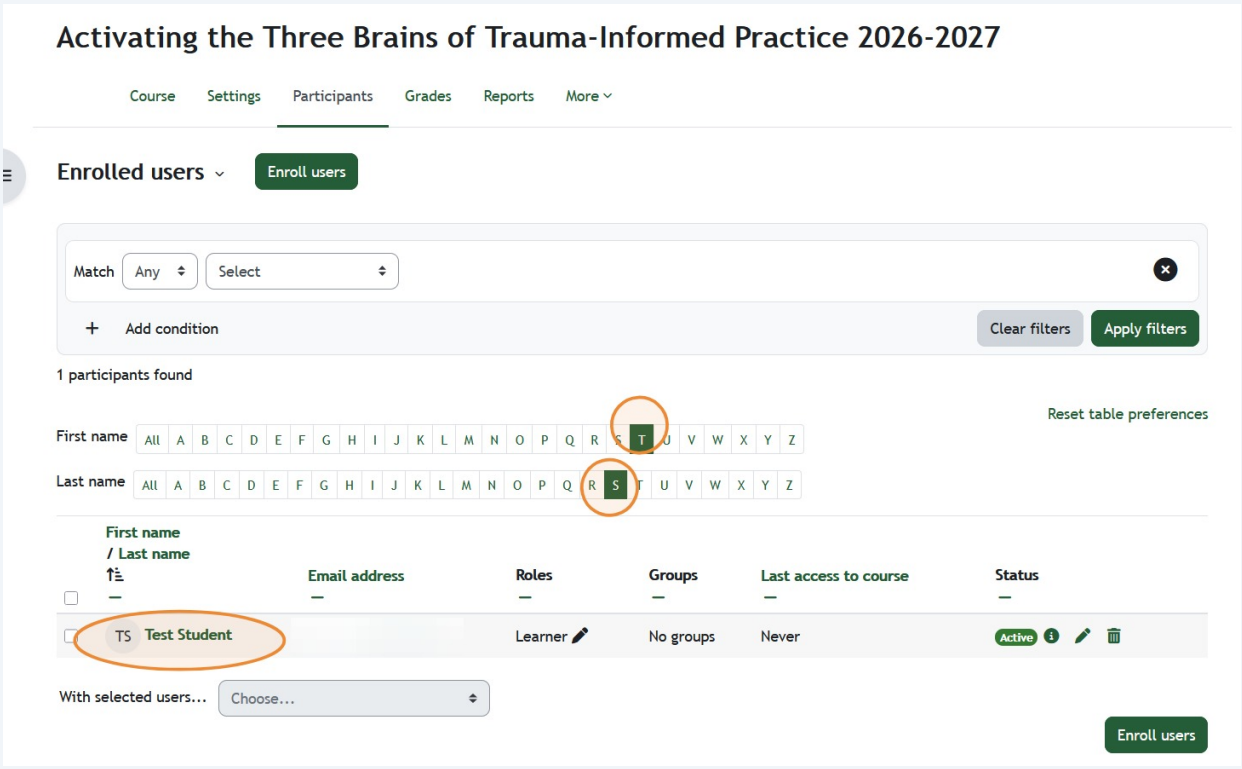
COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

Remove a participant from a course they were manually enrolled in or self-enrolled in. These steps will not work if a user was enrolled automatically via program enrollment or other course completion.

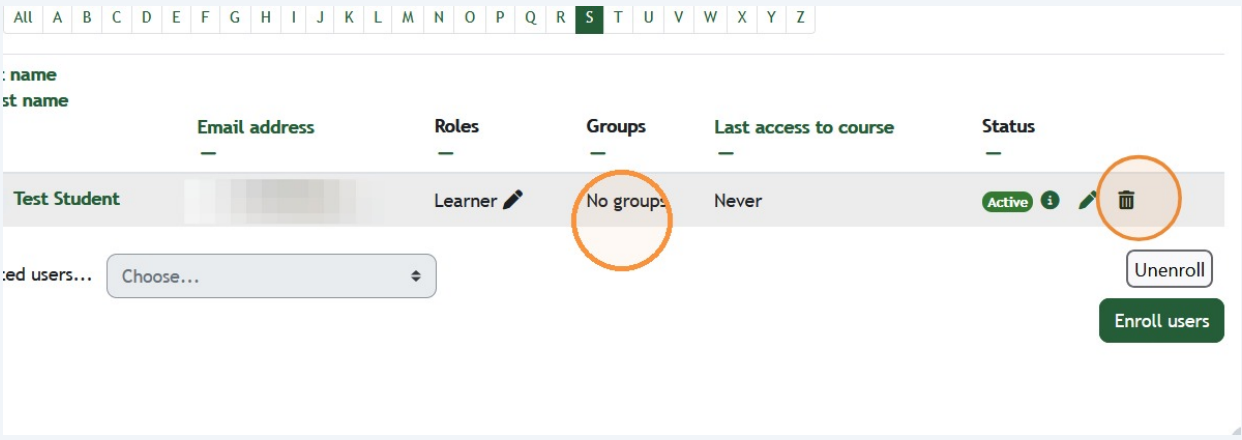
1 Logged in with your county-level supervisor account, navigate to the course and click **Participants.**



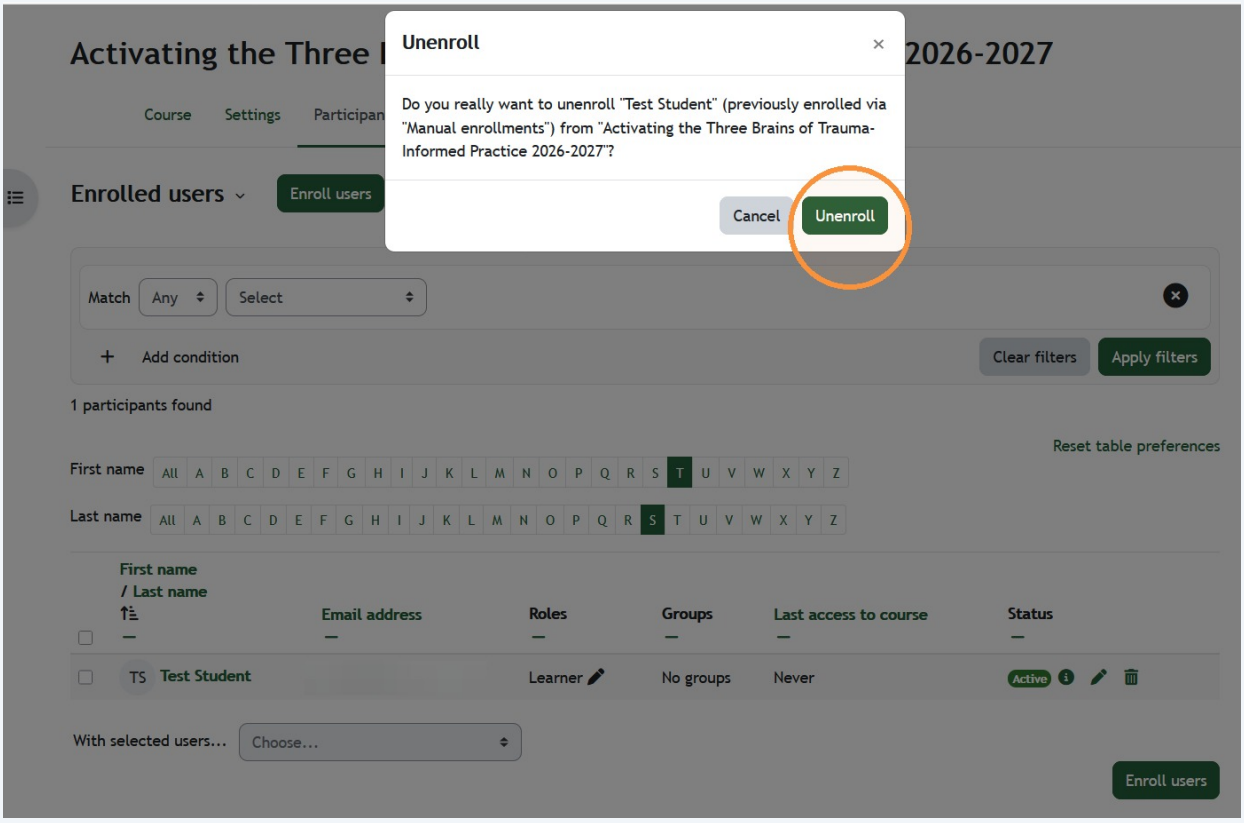
2 To find the participant you're unenrolling, filter by first and last initials.



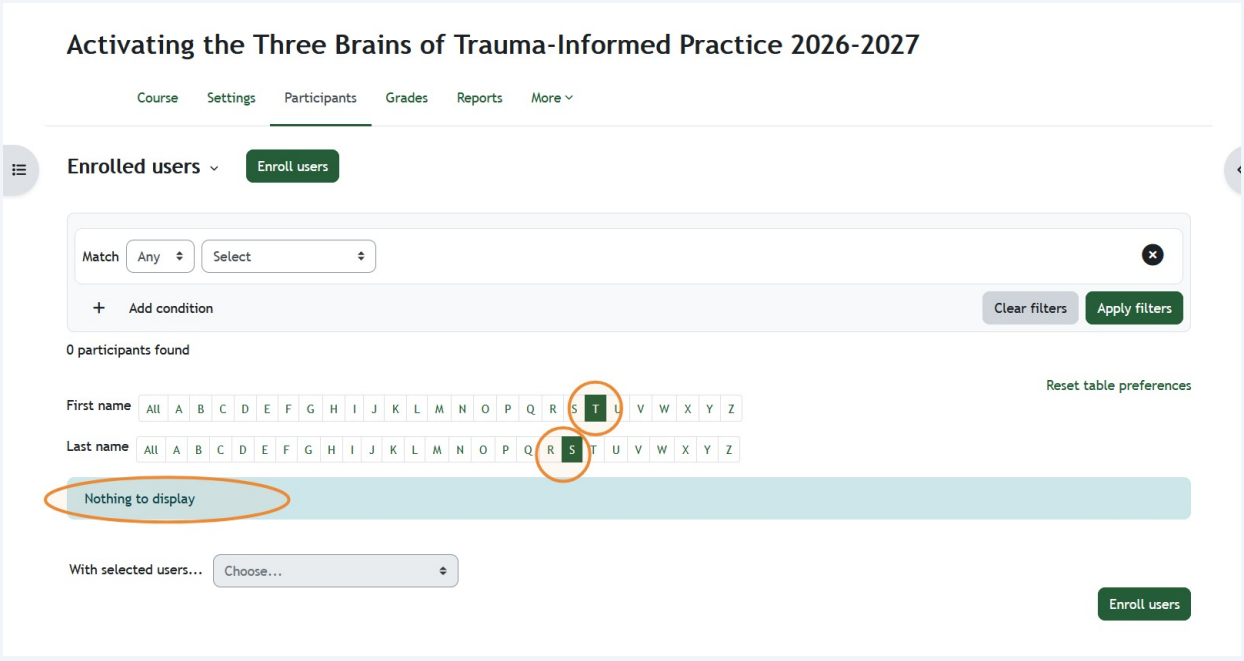
3 In the participant's status field, click the trash can icon (Unenroll).



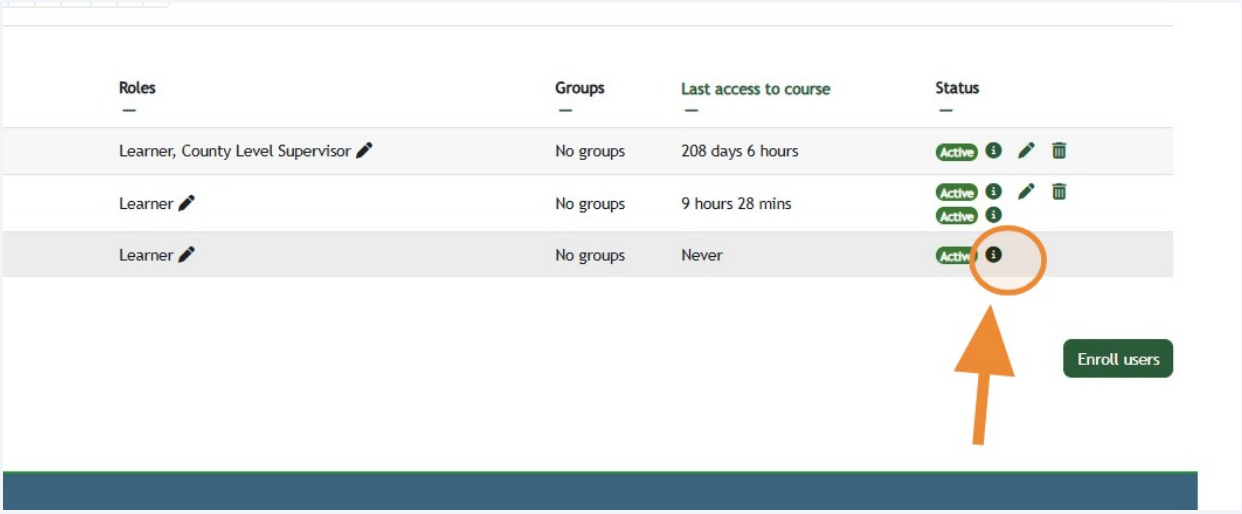
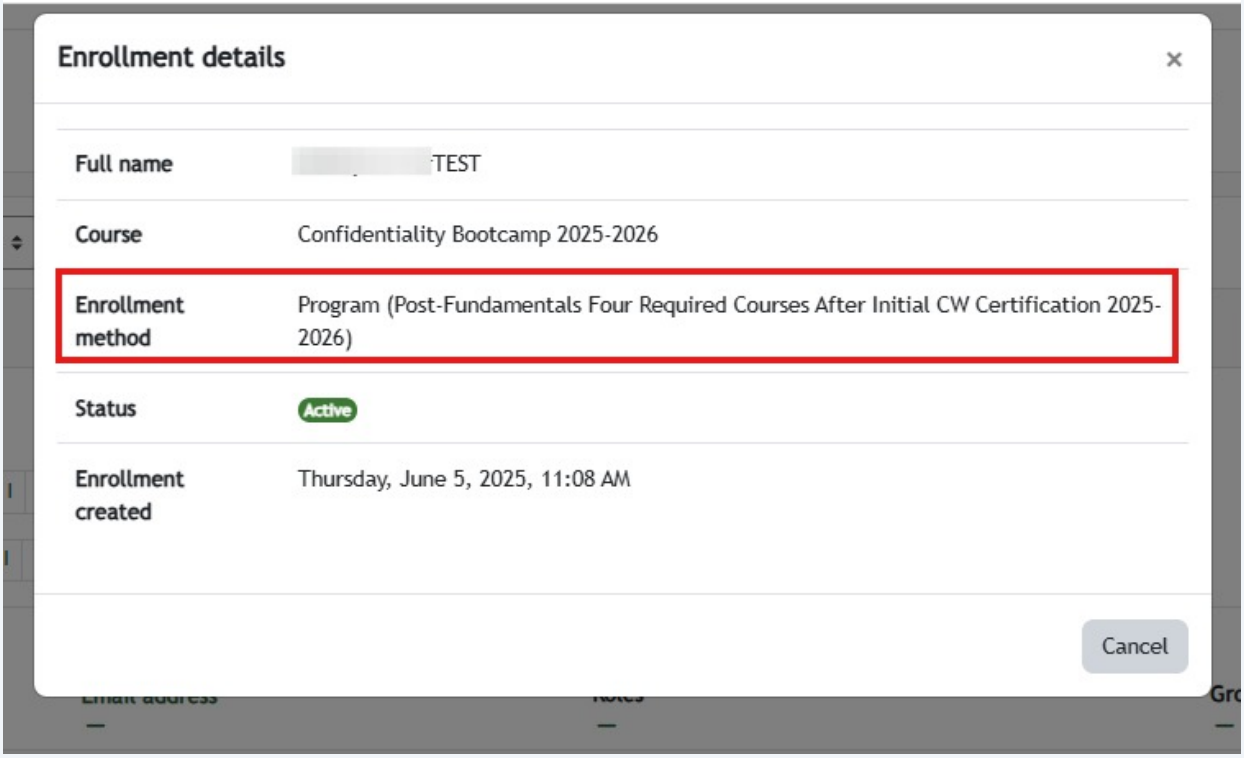
4 Click **Unenroll** to confirm.



5 To confirm they've been removed, filter again for the participant you unenrolled.



6 If the participant is still listed, check the enrollment details by clicking on (or hovering over) the Information icon.



7 The enrollment details show that the enrollment method was automatic by program enrollment. Contact support@coloradocwts.comfor assistance.