WITHDRAWING from a Session

1. Follow the directions in STEPPER 1: LOGGING IN AND SEARCHING to access the system. You will arrive at the WELCOME PAGE.

2. Hover over the LEARNING menu in the upper left hand corner. Click VIEW YOUR TRANSCRIPT from the drop down.

3. You will be taken to your transcript. Find the event you want to withdraw from. If you are registered for a multi-session event, you will need to withdraw from each session.

For additional support, email: cornerstonehelp@philasd.org
4. Click the down arrow in the blue box next to the session. A drop down menu will appear. Select WITHDRAW.

5. You will be sent to the WITHDRAW REGISTRATION page. It will ask you to select a reason for withdrawing from a list. Select your reason and click SUBMIT.
6. You will be taken to your transcript page where you will still see the event listed, but your status will say, “Withdrawn.”

Don’t forget. If an event has more than one session, you must repeat these steps to withdraw from all the sessions.

What if you change your mind and want to re-register?

You can.

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Go to your transcript. You should still see the event you withdrew from with the status saying, “WITHDRAWN.” Click the blue button (which will say, “SELECT SESSION”).

You will be taken to a different-looking SESSION DETAILS page.

It will look like there is no place to register on this page, but the word REQUEST is hyperlinked. Hover and click it and you will be registered.

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