



How to Withdraw from a Section/Course

Instructions

- Go to <http://bvsd.truenorthlogic.com>
- Log in with your district username and password (firstname.lastname and district password)

Log In

User Name

Password

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Welcome to MyPassport!

BVSD Employees: Your username and password is the same as your BVSD network login (first name.lastname and password).

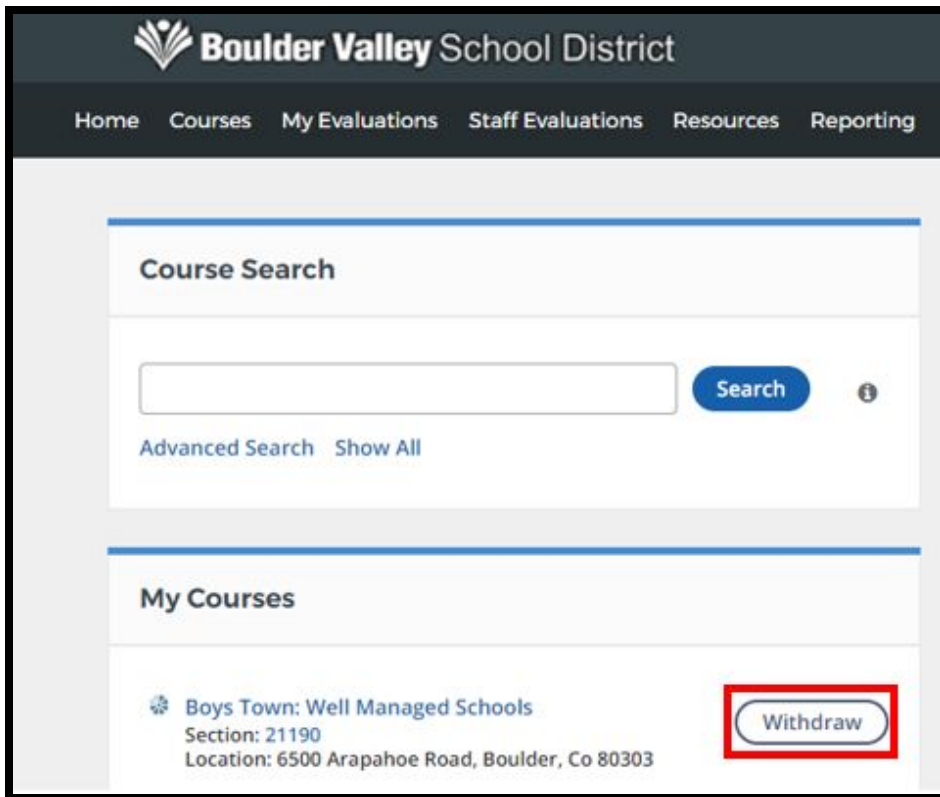
External Guests: New guests can create a login by clicking on the "Guest Sign up" link. If you are a returning guest, please sign in with the username and password you previously created.

Support: If you need login assistance, please contact HR by calling 720-561-5208 or emailing MyPassporthelp@bvsd.org

- The homepage will display once you've logged in
- Click on the "Courses" tab

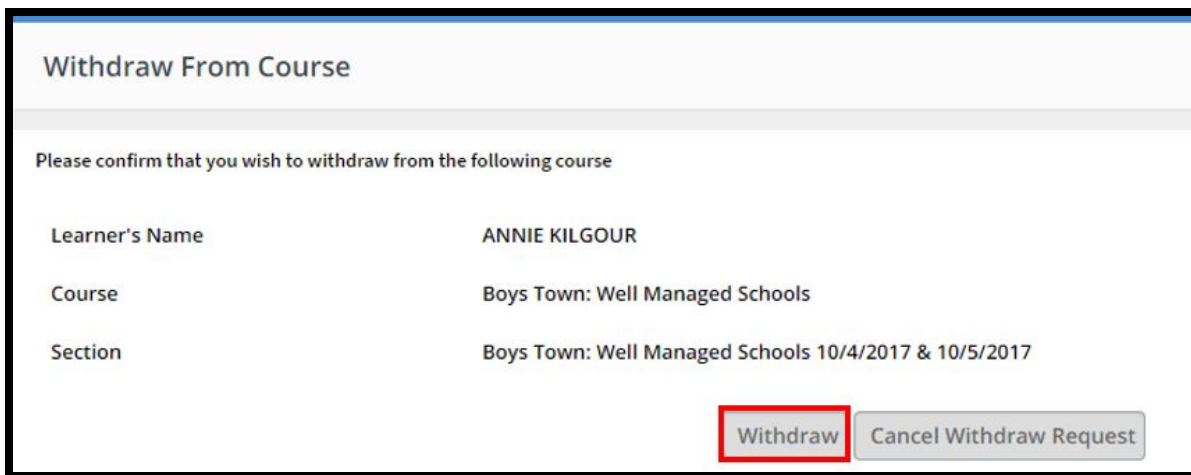


- Under My Courses, any section/course for which you are registered will appear
- Click on the “Withdraw” button



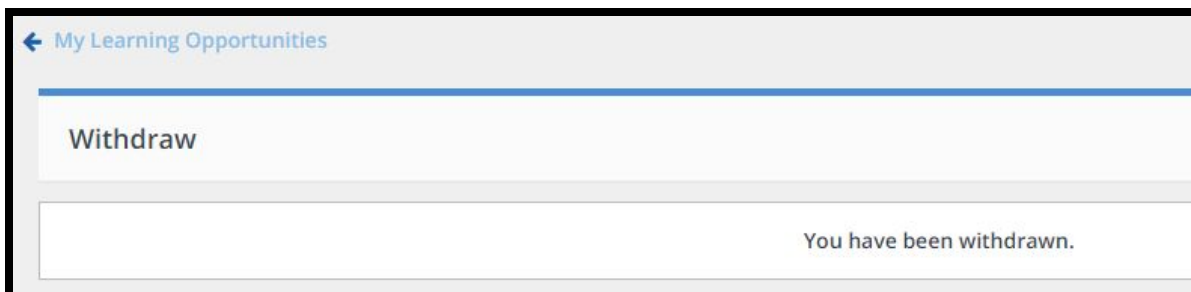
The screenshot shows the Boulder Valley School District website. At the top, there is a navigation menu with links for Home, Courses, My Evaluations, Staff Evaluations, Resources, and Reporting. Below the navigation is a 'Course Search' section with a search input field, a 'Search' button, and an information icon. Underneath is the 'My Courses' section, which lists a course: 'Boys Town: Well Managed Schools' with section '21190' and location '6500 Arapahoe Road, Boulder, Co 80303'. A 'Withdraw' button is highlighted with a red box.

- You will be asked to confirm, click on “Withdraw”



The screenshot shows the 'Withdraw From Course' confirmation page. It asks the user to confirm they wish to withdraw from the following course. The course details are: Learner's Name: ANNIE KILGOUR, Course: Boys Town: Well Managed Schools, and Section: Boys Town: Well Managed Schools 10/4/2017 & 10/5/2017. At the bottom, there are two buttons: 'Withdraw' (highlighted with a red box) and 'Cancel Withdraw Request'.

- You will receive confirmation



The screenshot shows a confirmation message. At the top, there is a back arrow and the text 'My Learning Opportunities'. Below that, the word 'Withdraw' is displayed. At the bottom, a message box contains the text 'You have been withdrawn.'