

## Withdrawing from On-Duty Classes with GoArmyEd

1. Log on to your GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com) with your username and password
2. Your GoArmyEd homepage appears
3. Click on the **“Other Links”** button
4. Click on the **“+”** button next to **“On-Duty Course Information”**
5. Click on **“On-Duty Enrollment Information”**
6. The On-Duty Enrollment Request page appears. Click on the **“Search”** button to pull up your classes
7. Click on the class that you want to withdraw from
8. Change the enrollment status from verify or confirm to **“Withdraw”**
9. Type the reason for the withdrawal; i.e., wrong section, didn't take pre-requisite, etc.
10. Scroll to the bottom of the page and click **“Submit”**
11. A pop up screen will state that your enrollment has been cancelled
12. Click **“OK”**
13. If you need to drop more classes, click on **“Return to Search”** and repeat the above instructions
14. If this was the only class you needed to drop, you may log out