Purpose: This guide lists the steps required to view your training history.

Once your supervisor has approved a training application, you cannot withdraw from the course via MyAurion. To withdraw from a course, send an email to the Staff Development team (staffdev@uq.edu.au).

If you wish to delete an unapproved training application, select the course from the Pending Training Nominations grid and click the Delete button provided in the top left-hand corner of the Pending Training Nominations Details detail panel.

### Steps

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<tr>
<th>Step 1</th>
<th>Instruction – How to view your training history</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the MyAurion tab, click the Training button to access the grids in the Training summary panel on the left-hand side of the Training portal, as shown below.</td>
<td></td>
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![MyAurion screenshot](image)

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<th>Step 2</th>
<th>Instruction – How to view your training history</th>
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<td>From the Enrolments &amp; Training History grid, click the Expand icon ( ). The grid now displays any upcoming training in which you have enrolled and your previous training history (including training in which you enrolled but did not attend).</td>
<td></td>
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![Enrolments & Training History grid](image)
### Steps

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#### Step 3

From the Enrolments & Training History grid, select a course from the list to view its details. The relevant information about the selected course displays in the Course Details detail panel on the right-hand side of the Training portal, as shown below.

![Course Details Panel](image-url)