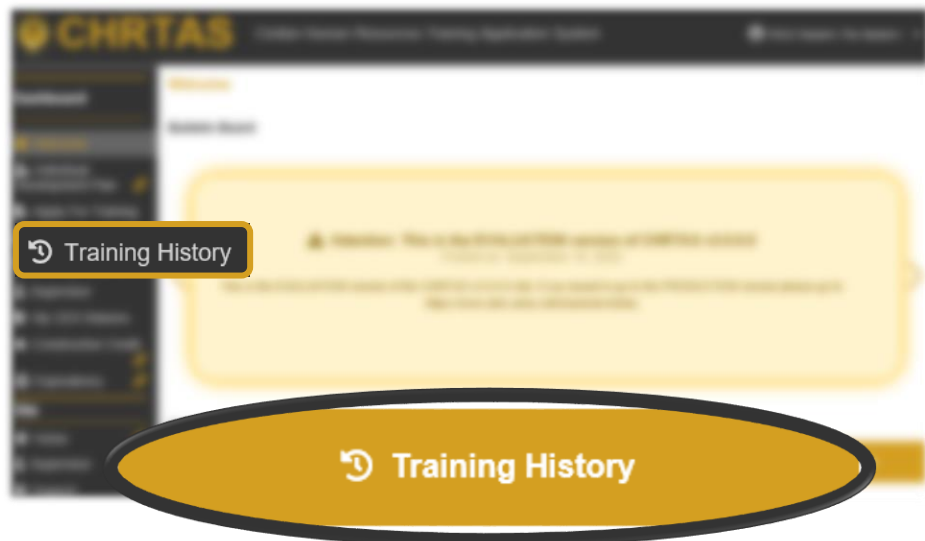


CANCEL TRAINING REQUEST

1

Navigate to CHRTAS < <https://www.atrrs.army.mil/CHRTAS> > and login with your CAC. From the Dashboard, or within the Menu, select **My Training History**.



2

Scroll to the My CHRTAS Training History section and locate the class you wish to cancel. Under the Action column, select **Request Cancel**

My CHRTAS Training History

Displays information about CHRTAS only training

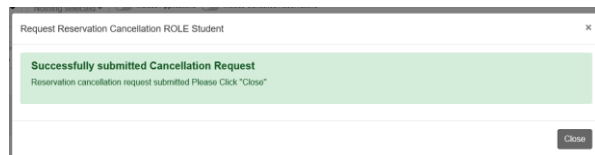
Fiscal Year: 2021 Training Type: Nothing selected Include Applications: Include Cancelled Reservations:

Show 10 entries

Flags	FiscalYear	Course Title	Course	Phase	Class	Date	Action
		Course Title Filter Select a Course	Course Code Filter Select a Course Code	Phase Filter Select a Phase	Class Filter Select a Class		
R	2021	CES FOUNDATION	1-250-C59 (DL)		402	Report Date: 11/01/2020 Start Date: 11/01/2020 End Date: 11/30/2020	View
R	2021	CES ADVANCED	1-250-C62 (DL)	1	401	Report Date: 10/01/2020 Start Date: 10/01/2020 End Date: 09/30/2021	View Request Cancel
R	2021	CES INTERMEDIATE	1-250-C61 (DL)	1	401	Report Date: 10/01/2020 Start Date: 10/01/2020 End Date: 09/30/2021	View Request Cancel

3

On the next screen, select **Submit Cancel Request**. The following confirmation message will populate to confirm success



4

Your request now requires approval by the Registrar/Approval Authority. Once processed, you will receive notification if your request for cancellation has been approved or disapproved. You may view the status of the cancellation by navigating to your CHRTAS Training History and selecting **Review** [within the Action Column] next to the course/class offering.

