CHRTAS | **Training Cancellation**

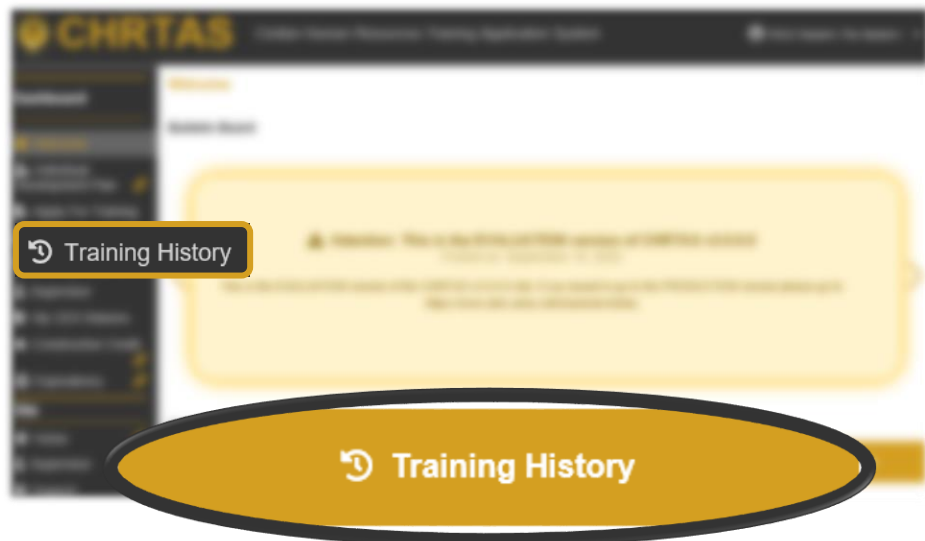## CANCEL TRAINING REQUEST

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 <u>CHRTAS Training History</u> section and locate the class you wish to cancel. Under the <u>Action</u> column, select **Request Cancel**

3 On the next screen, select **Submit Cancel Request.** The following confirmation message will populate to confirm success
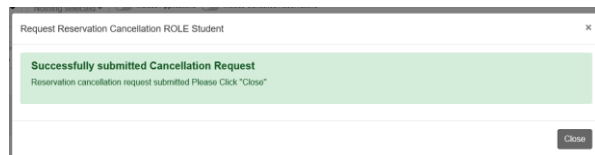
4 Your request now requires approval by the Registrar/Approval Authority. Once processed, you will receive notification if your request for cancellation has been approved or disapproved. You may view the status of the cancellation by navigating to your CHRTAS Training History and selecting **Review** [within the <u>Action </u>Column] next to the course/class offering.