**ACCESS**

How to drop a course in Access?

1. With your browser, navigate to [http://access.fit.edu](http://access.fit.edu)

2. Log in with your TRACKS Username and Password.

   ![Enter your TRACKS Username and Password](image1)

3. Click on the Registration Tools Icon in the Student Launch Pad.

   ![Registration Tools Icon in Student Launch Pad](image2)

4. In the new page click on the Add or Drop Classes link.
5. You will be taken to the Register, Add/Drop Classes page. Look for your Current Schedule. Each class has an Action drop-down menu. For the class you would like to drop, select Web Drop - No Record from the drop-down menu.

6. Click the Submit Changes button when finished. You have now dropped the class in question.
Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset

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