# Exiting the Participant

Exiting a participant is the final step of the process. Participants must be exited within 30 days of the end of the fiscal year, or they will have to exit in the next fiscal year which will cause data validation errors. **We strongly recommend exiting participants as you enter them into AlaskaJobs to avoid these data validation errors.** To exit the participants, follow the steps below.

1. Scroll down to Exit / Outcome
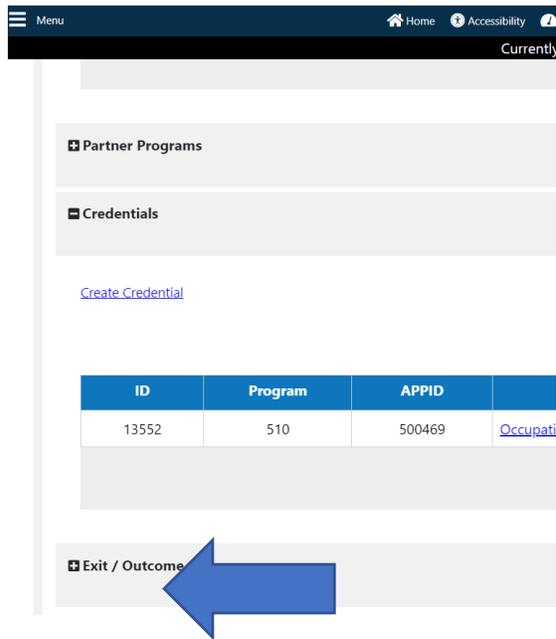
2. Click the plus (+) sign next to Exit / Outcome

3. Click on "Create Exit / Outcome

4. Enter the date of exit (please enter a two-digit month, two-digit day, and four-digit year)

5. Select the One-Stop Location (This is the agency)

6. Click on the reason for exit
   a. Enrollment Completed
   b. Training Services Completed
   c. Participant Withdrew

7. Click Next

8. Click Next again

9. Click Finish

10. The participant enrollment is complete.

11. **Please note that it is best to exit the participants immediately after entering them, even if their training is incomplete. We only need to know if the organization served the participant. This saves time and stress from entering and completing these steps at the end of the year.**

12. If you exit them at the end of the fiscal year, you only have until July 30th to exit them in order for them to count for the correct fiscal year. If you wait until after this date, you will get the following error message:

13. You are strongly encouraged to exit the participants on the same date that you enter them.