TAS - Cancel my course booking

How to cancel my course booking on TAS
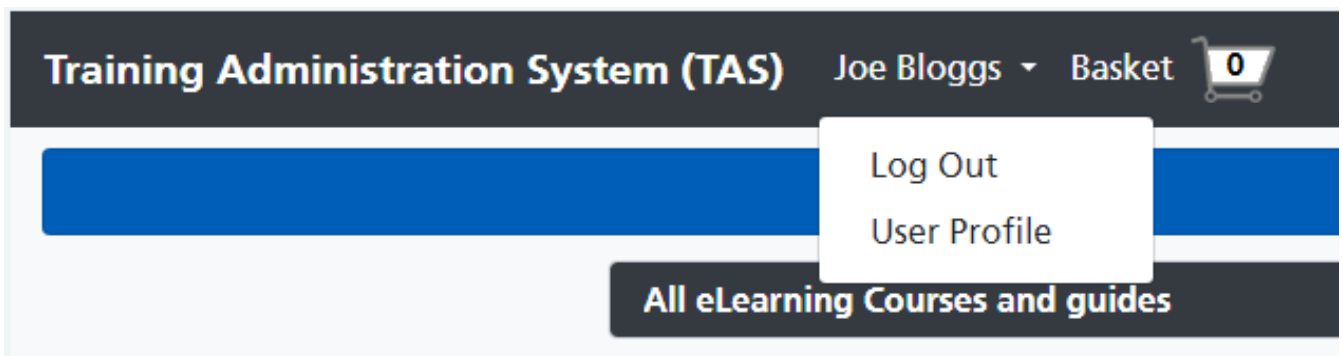
Prerequisite

The course you want to cancel must be a future booked course.

You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide TAS - How to login

Opening your User Profile

When you have logged into TAS, your name will be displayed on the top menu bar.

Click your name to display a drop list menu.

Click the **User Profile** option to open your 'TAS User Profile' page.

TAS User Profile

Update your profile before continuing

Title	Mrs			
Other title	Other title			
Email address	m.brimson@nhs.net			
Password	password	retype password		
Full Name	Marl	Brimson		
Username	brimsonmr			
GMC / NMC	GMC / NMC registration Number			
DoB	09/09/1996			

Specialty	It Training
Location	Kedhlow Building, Treliske
Job	This is my job role
Care Group	Corporate
Trust	RCHT
Contact Number	0000
Manager Full Name	Mary-sue / Booker
Manager email address	m.booker@nhs.net

Are you a Postgrad Junior Doctor? ☐ Yes

Are you KernowFlex or Agency Staff? ☐ KernowFlex ☐ Agency

Save **Close**

Booked Classroom Courses

Course Name	Location	Date	Time
Microsoft Teams (Booked)	Teams	06-06-2024	10:00

Scroll the user profile page down to your student training record.

Booked Classroom Courses

Course Name	Location	Date	Time
Microsoft Teams (Booked)	Teams	06-06-2024	10:00

My Training Record

Course Attendance (1)	Course History (2)
eLearning History (23)	Survey History (1)

By default any future courses you have booked are displayed in the 'Booked Classroom Courses' panel.

Cancelling the booking

Click the course you want to cancel displayed within the 'Booked Classroom Courses' panel to open the 'Course Booking Details' page.

Click the **Cancel Booking** button. The 'Cancel Confirmation' will be displayed.

Type in your reason for cancelling this booking, then click the **Cancel your booking** button.

TAS will return to the 'Course Booking Details' page.

The course status and attendance will display Cancelled. Click the Close button to return to your User Profile page.

You will receive an email notification of your cancellation.

Training Administration System Notification

Course booking cancellation

Dear Joe

Your booking for the: **eNotes Overview** course has been cancelled

The cancellation reason given is Due to unforeseen circumstances i am now unavailable on this date..

If you need to review your course cancellation, login to your TAS account, access your User User Profile and booked courses.

Student: **Joe Bloggs**
Course: **eNotes Overview**
Location: **CITS Testing Suite**
Address: **Kedhlow Building Royal Cornwall Hospital Truro**
Date: **31-05-2023**
Times From: **09:00**
Times To: **10:00**

Regards
Cornwall IT Training
Email: cornwall.ittraining@nhs.net

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If you had cancelled the course in error, please contact IT Training to reinstate your booking.