

TAS - Cancel my course booking

How to cancel my course booking on TAS

Prerequisite

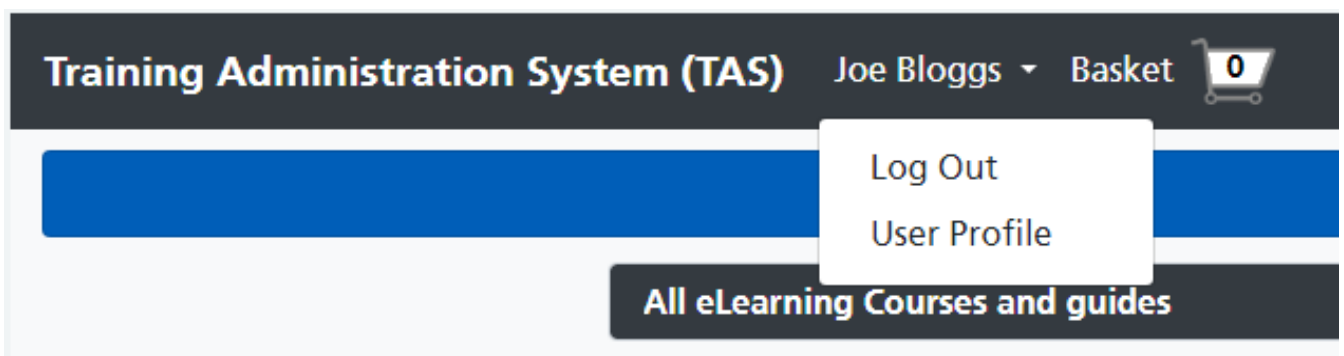
The course you want to cancel must be a future booked course.

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	Specialty	It Training				
Other title	Other title	Location	Kedhlow Building, Treliske				
Email address	m.brimson@nhs.net		Job	This is my job role			
Password	password	retype password	Care Group	Corporate			
Full Name	Marl	Brimson	Trust	RCHT			
Username	brimsonmr			Contact Number	0000		
GMC / NMC	GMC / NMC registration Number				Manager Full Name	Mary-sue	Booker
DoB	09/09/1996	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.

Course Booking Details					
Course Title	eNotes Overview				
Course Location	CITS Testing Suite				
Course Date	31-05-2023	From	09:00	to	10:00
Course status	Booked				
Special requirements if given	Empty				
Recorded attendance	TBC				

[Cancel Booking](#)

[Close](#)

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

 **Cancel Confirmation**

You have chosen to Cancel your course booking.

Please type a valid reason for cancelling and click the Cancel Booking button if you wish to continue to cancel your course booking. You will receive a cancellation email.

Reason for cancelling	Due to unforeseen circumstances I am now unavailable on this date.
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[Cancel your booking](#)

[Close](#)

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

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

Course Booking Details					
Course Title	eNotes Overview				
Course Location	CITS Testing Suite				
Course Date	31-05-2023	From	09:00	to	10:00
Course status	Cancelled				
Special requirements if given	Empty				
Recorded attendance	Cancelled				

[Close](#)

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

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

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=314>