

# TAS - Cancel my course booking

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## 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	Mr	Speciality	This Is My Speciality		
Other title	Other title		Location	This Is My Location	
Email address	joe.bloggs@nhs.net		Job	This Is My Job Role	
Password	password	retype password	Care Group	Corporate	
Full Name	Joe	Bloggs	Trust	RCHT	
Username	BloggsJo		Contact Number	0780 123 1234	
GMC / NMC	GMC / NMC registration Number		Manager Full Name	Marim	Brimson
DoB	07/09/1970		Manager email address	m.brimson@nhs.net	

Are you a Postgrad Junior Doctor?  Yes

Are you KernowFlex or Agency Staff?  KernowFlex  Agency

[Save](#) [Close](#)

#### Student Training Record

Booked Classroom Courses  
(1 Booked)

**eNotes Overview located at CITS Testing Suite on 31-05-2023 at 09:00 (Booked)**

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

Student Training Record

Booked Classroom Courses  
(1 Booked)

[eNotes Overview located at CITS Testing Suite on 31-05-2023 at 09:00 \(Booked\)](#)

Course Attendance Record  
(1 Attendances)

Past Course History  
(1 Attendances, 0 Cancelled, 0 Cancelled by Cits, 0 Cancelled within 48 hours, 0 DNA, 2 Awaiting result)

eLearning Assessment Results  
(1 Results)

[Close](#)

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.

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](mailto:cornwall.ittraining@nhs.net)

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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>