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.

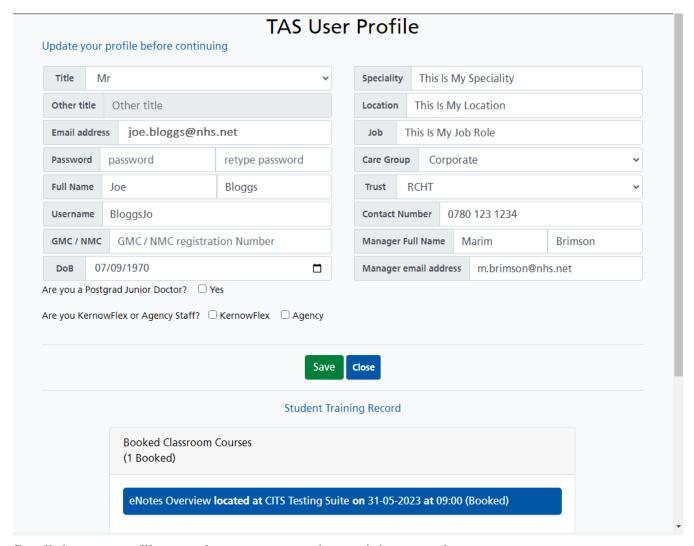
You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide <u>TAS - How to login</u>

Opening your User Profile

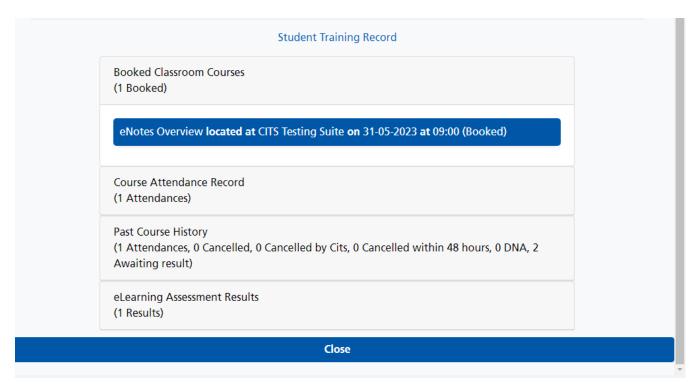
When you have logged into TAS, your name will be displayed on the top menu bar.

Click your name to display a drop list menu.

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



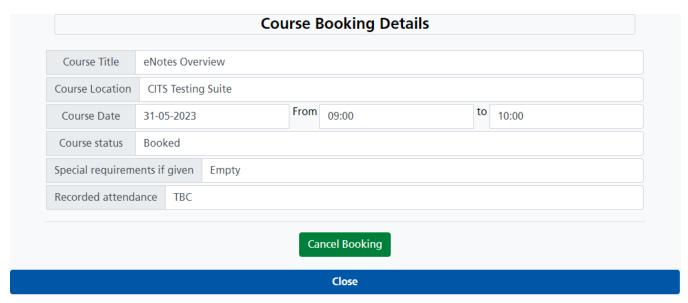
Scroll the user profile page down to your student training record.



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.

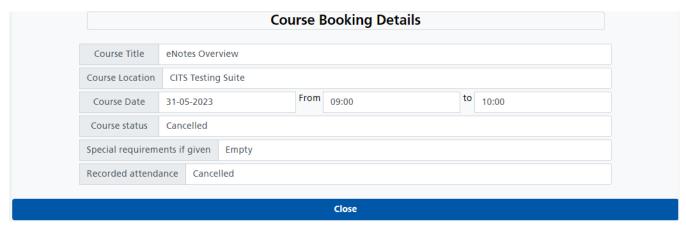


Click the **Cancel Booking** button. The 'Cancel Confirmation' will be displayed.

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.



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