

How do I cancel my place on a course?

Firstly you must go to <https://intranet.southernhealth.nhs.uk/login>

Log into the Managed Learning Environment (MLE) (this is the website where your training record is) by clicking on the 'LEaD' logo at the bottom of the page.

Click Home

The screenshot shows the 'My Learning' section of the MLE. It lists two courses: 'SH-FTFM1722 Face to Face - Fire Safety Awareness' (cancelled) and 'SH-FTFM1801 Face to Face - Conflict Resolution Training'. A callout box points to the 'My Learning' section header.

You will see the section called 'My Learning'. This is where courses you have booked will appear.

Find the course you want to cancel and select 'details'

What's next?

You will be presented with the 'Booking' page. This will have all the information about the course you wish to cancel.

The screenshot shows the 'Booking' page for the course 'SH-FTFM1801 Face to Face - Conflict Resolution Training'. It displays details such as the organizer (Miss Cara Aldous-Boyes), date (30th September 2019), location (Gosport War Memorial Hospital), and event status (Confirmed). A callout box points to the 'Cancel booking' button at the bottom right.

Select the Cancel button to the bottom right hand side of the page.

You will need to complete a reason for cancellation before you can complete it.

Booking details

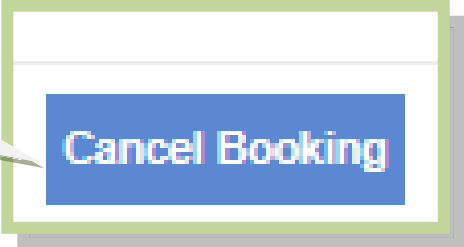
Reference	5857631	Order	570383
Course	Face to Face - Conflict Resolution Training	Where?	Gosport War Memorial Hospital Bury Road Gosport Hampshire PO12 3PW United Kingdom Phone 02392 524611 or 02392603200
When?	30 September 2019		
Who?	Miss Cara Aldous-Boyes		
Fee	£0.00	Fee (Incl.)	

Cancel booking

Cancellation Reason ▼
Please give a reason for this cancellation - please choose -

Select the drop down list and choose the appropriate reason for the cancellation

Once you have chosen the reason for cancellation, you will need to click on the blue 'Cancel Booking' button at the bottom right of the page.



Booking details

Reference	3796573	Order	439415
Course	Classroom - Autism Awareness	Where?	Moorgreen Hospital Botley Road West End Southampton Hampshire SO30 3JB United Kingdom Phone 02380 475757
When?	11 October 2016		
Who?	Mr Mark Pointer		
Fee	£0.00	Fee (Incl. VAT)	£0.00

Reason for cancellation

Reason for this cancellation:

Cancellation charge

Choose to **Cancel** this booking the charge

No Charge	Gross
No Charge	No Charge

Booking cancelled.

You will now see that it is successful and the message "Booking Cancelled" is displayed.

Now click the 'Done' button.

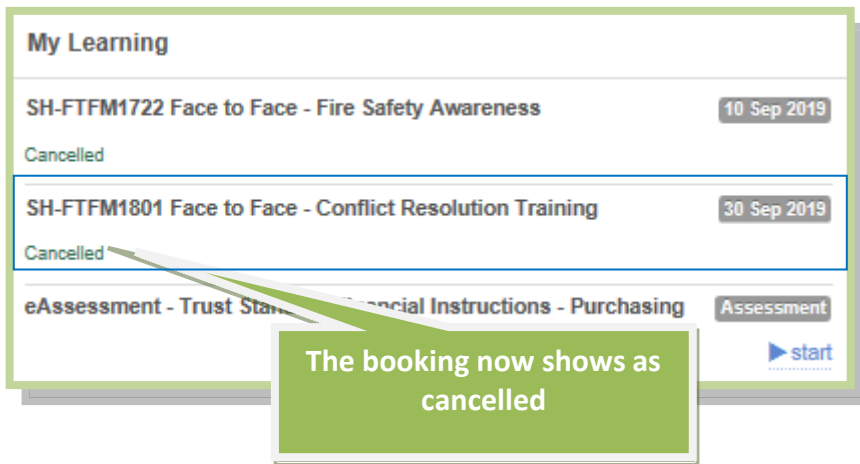
Once you have clicked the silver 'Done' button an email will be sent to your inbox confirming the cancellation has been successful. You will also be presented with the booking page again.

SH-CT1562 **Classroom - Autism Awareness**

Who?	Mr Mark Pointer	Ref	3796573
When?	11th October 2016	Workflow	Booking Cancelled
Where?	Moorgreen Hospital Room: Tom Rudd Unit, Thornhill Education Room <input type="button" value="Map"/>	Supplier confirmation	[Not used]
Event status	Confirmed	Booking status	Cancelled
Fee	£0.00	Charge	0.00
Purchase Order	Christina King		Annual Leave

It has updated and now says it is Cancelled

Now click home. From the home screen you will notice the change in the 'My Learning Section'.



My Learning

SH-FTFM1722 Face to Face - Fire Safety Awareness 10 Sep 2019
Cancelled

SH-FTFM1801 Face to Face - Conflict Resolution Training 30 Sep 2019
Cancelled

eAssessment - Trust Staff Financial Instructions - Purchasing Assessment
start

The booking now shows as cancelled