How to cancel a course booking

Go to the event that you have booked (you can find this under the My Learning link, Booked Learning

ROTAL borragh of GREENWICH		Home Record of Learnin	ng 🗸 My Learning My	Team ✔ Course Catalogue Support
	Course Search		٩	
Dashboard / .My Learning Booked Lea	arning			
ADMINISTRATION	My Learning			
 Site administration 	Welcome to your My Learning dash classroom learning. Classroom training records from bef You can view or filter the information	board where you will find a summa fore January 2024 are shown as "C n by selecting the link at the bottom	ry of your booked, complete complete via rpl". RPL stand of the list.	d and in-progress eLearning and s for Record of Prior Learning.
	Course Name	Session Start Date/Time	Session Finish Time	Status
	Benefits for Disabled Children	11 November 2024, 1:00 PM	4:00 PM	Manager's approval requested
	View or filter full report			

Click on the name of the course which you wish to cancel:

Completed eLearning	Completed Classroom	In Progress	Booked Learning	My Waitlist	
		Session Start	Session Fir	nish	
Course Name		Date/Time	Time	Status	
Benefits for Disabled C	Children	11 November 20 1:00 PM	24, 4:00 PM	Manager's approval requested	

You will be taken to th course page, please scroll down to the Course dates section. Use the Cancel Booking link.

erformance and De	evelopment Conversatio	ns - for Managers			C
Date	Time	Venue or online link	Places available	Status	Options
10 January 2024	9:30 AM - 12:30 PM	This is an online event (Venue or online link details)	5	Manager's approval requested	More info Cancel booking
View all events					

Once in the confirmation page, you can add an optional note to your cancellation, then click Yes.

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Are you sure you want to cance Cancellation note	el your booking to this event?
	Yes No
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