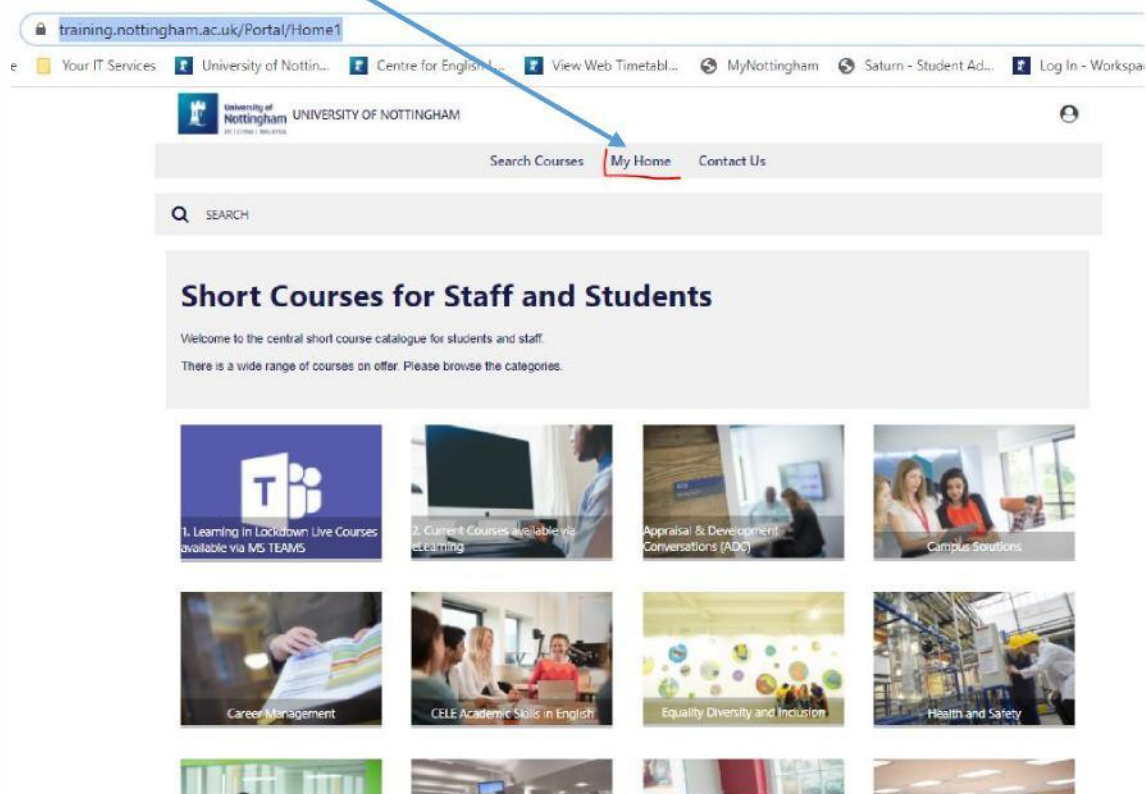


How to cancel an ALACs course

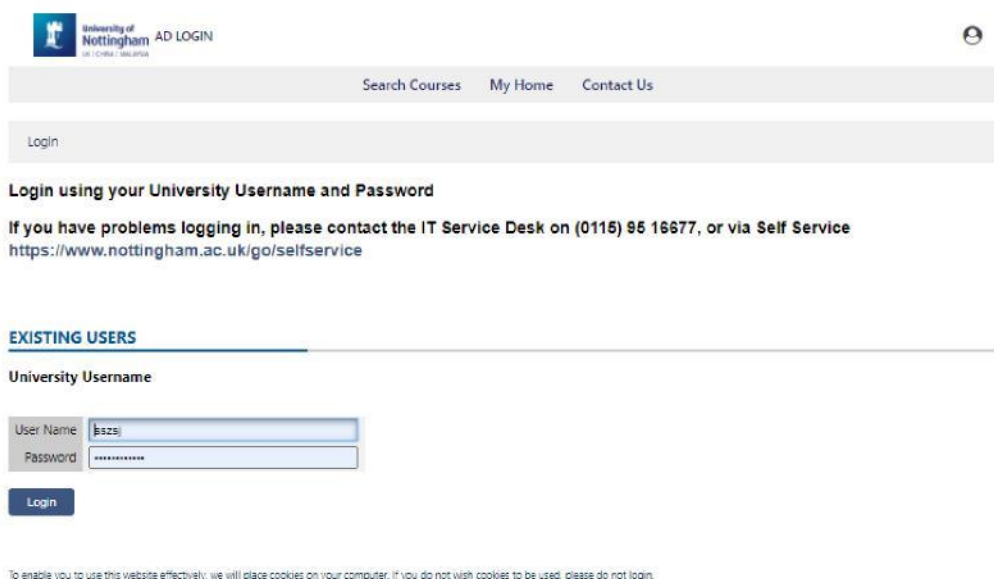
Please go to this website: <https://training.nottingham.ac.uk/Portal/Home4>

Once there you should see the below screen and you will need to click on where it says 'My Home'. As indicated below:



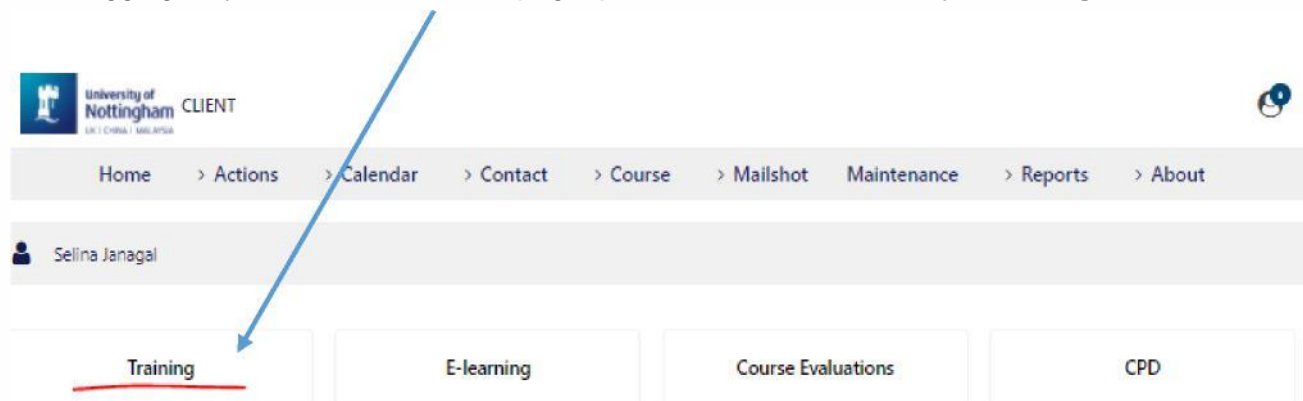
The screenshot shows the training portal home page. The browser address bar displays training.nottingham.ac.uk/Portal/Home4. The navigation bar includes links for 'Search Courses', 'My Home' (highlighted with a red box and a blue arrow), and 'Contact Us'. Below the navigation bar is a search bar and a section titled 'Short Courses for Staff and Students'. This section contains a grid of course categories, including 'Learning in Lockdown Live Courses available via MS TEAMS', 'Current Courses available via e-Learning', 'Appraisal & Development Conversations (ADC)', 'Campus Solutions', 'Career Management', 'CELE Academic Skills in English', 'Equality Diversity and Inclusion', and 'Health and Safety'.

This will then bring you to a page where you will need to log on using your University username and password.



The screenshot shows the 'AD LOGIN' page. The navigation bar includes links for 'Search Courses', 'My Home', and 'Contact Us'. Below the navigation bar is a 'Login' button. The page title is 'Login using your University Username and Password'. Below the title is a message: 'If you have problems logging in, please contact the IT Service Desk on (0115) 95 16677, or via Self Service <https://www.nottingham.ac.uk/go/selfservice>'. Below this is a section titled 'EXISTING USERS' with a sub-section 'University Username'. This section contains a 'User Name' field with the text 'jszsj', a 'Password' field with asterisks, and a 'Login' button. At the bottom of the page, there is a small disclaimer: 'To enable you to use this website effectively, we will place cookies on your computer. If you do not wish cookies to be used, please do not login.'

After logging on you will see the below page, please click on where it says 'training'.



The next page will show all of the courses listed that you have registered on. Please find the relevant course that you wish to cancel your place on by looking under where it says 'course name'. Once you have identified which course you wish to cancel, please click on where it says 'view' next to the course you wish to cancel.

TRAINING

Show Past Courses

	<u>Course Name</u>	Course Location	Start Date	Duration	Schedule Reference	Training Points Available	Training Points Achieved	Your Status
View	Excel 2016: 2. Intermediate (Online Course)	Online Course	Online	1h 45m worth of content	TS7750595	0.0		Confirmed
View	CELE - Effective Academic Reading	ONLINE COURSE - details to be provided	07/10/2020	9 Days	X1RS9c	0.0		Cancelled - Withdrawn
View	Information Compliance training	Online Course	08/09/2020	0.1 Days	KR reg in	0.0		Did not attend
View	The Public Speaking Guru Confidence Builder (Online Course)	Online Course	Online	10 minutes worth of content	TS6177207	0.0		Confirmed
View	CRSP Pension Scheme Staff Briefing Sessions	Jubilee Campus	24/03/2020	0.2 Days	CEH done	0.0		Cancelled

This will then bring up the page showing the course details, where you will see the option to cancel your course by clicking on where it says 'cancel course'.

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Home > Actions > Calendar > Contact > Course > Mailshot > Maintenance > Reports

Bookings and Training for Selina Janagal

EXCEL 2016: 2. INTERMEDIATE (ONLINE COURSE)

Booking Number :	760117
Main Schedule Reference :	TS7750595
Course Reference:	eExcelInter
Duration :	1h 45m worth of content
Provider Name :	PD eLearning
Provider Telephone :	(0115) 846 6664
Provider Email :	pd@nottingham.ac.uk
Training Points Obtained :	0.0 out of 0.0
Action :	Cancel course

You can select an option for the reason why you wish to cancel and then select OK to cancel your course.

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Home > Actions > Calendar > Contact > Course > Mailshot > Maintenance > Reports

Bookings and Training for Selina Janagal

CANCELLATION REASON

Please choose a reason why you wish to cancel Cancelled - don't need course

[OK](#) [Cancel](#)

Your course should now be cancelled and you are free to take a look at available courses you wish to do instead here: <https://www.nottingham.ac.uk/cele/alcs/courses.aspx>