

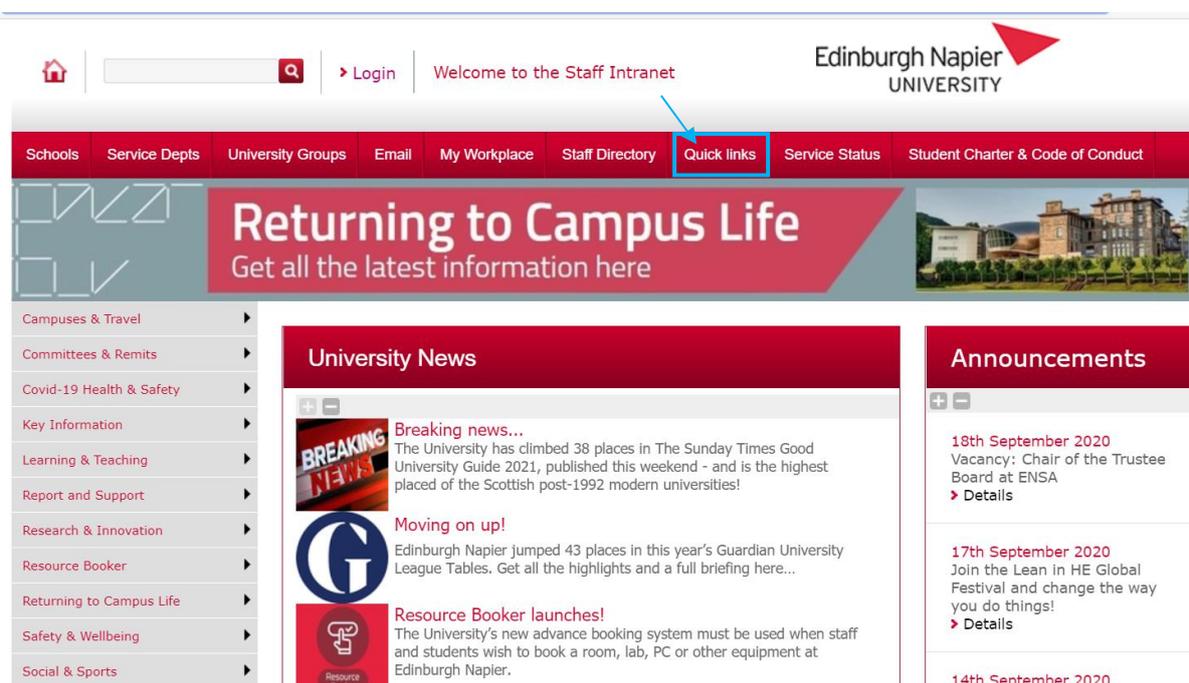
How to cancel my place on a training course.

You will be required to access HR Connect to cancel your place on an L&D activity. HR Connect is the University self-service platform where you can:

- Book or cancel a place at a University learning event
- View and maintain your personal and HESA details
- View, print, and set up delivery of your payslips
- Submit annual leave requests or time and expense claims for approval
- Apply for any vacancies

To access HR Connect, please follow the steps below:

1. Please go to [Staff Intranet](#), then click on 'Quick links'.



The screenshot shows the Edinburgh Napier University Staff Intranet. At the top right, the university logo is visible. Below it is a navigation bar with several menu items: 'Schools', 'Service Depts', 'University Groups', 'Email', 'My Workplace', 'Staff Directory', 'Quick links', 'Service Status', and 'Student Charter & Code of Conduct'. The 'Quick links' item is highlighted with a blue box and a blue arrow. Below the navigation bar is a large banner for 'Returning to Campus Life' with the text 'Get all the latest information here'. To the left of the banner is a vertical list of menu items with right-pointing arrows. Below the banner are three main content sections: 'University News', 'Announcements', and 'Resource Booker'. The 'University News' section contains three articles: 'Breaking news...', 'Moving on up!', and 'Resource Booker launches!'. The 'Announcements' section contains three entries: '18th September 2020', '17th September 2020', and '14th September 2020'.

2. Upon selecting Quick links, please scroll down and click on 'HR Connect Self-Service'. This will take you to HR Connect.

*** Please note that if you would like to access HR Connect, off-campus, you would need to use [Managed Laptop](#) or the [University's Virtual Desktop Service \(VDS\)](#) (platform allowing you to remotely access the University's systems).

HR Connect People Manager

Access to HR tools for line managers such as authorising annual leave, viewing team HR records etc.

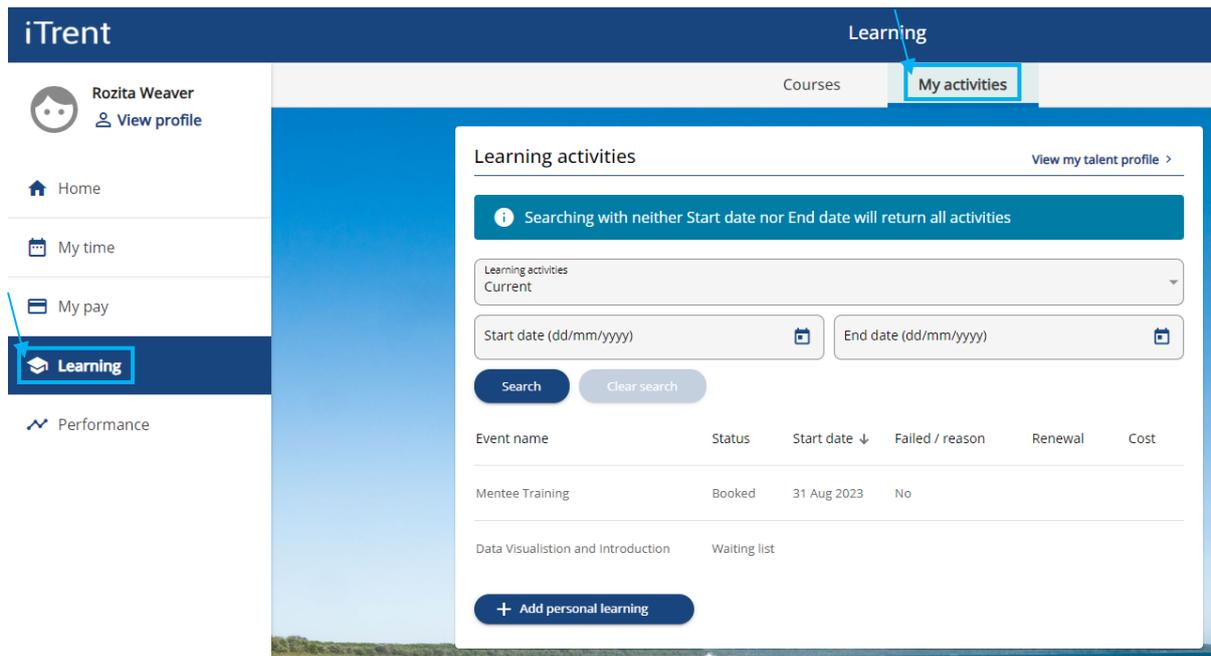
HR Connect Self Service

Self-service access to HR tools and records such as booking annual leave, updating personal details, booking on a course and viewing your payslip & P60.

HR Policies

Edinburgh Napier has a range of policies in place to support colleagues – you'll find our policies on everything from Leave & Absence to Recruitment, and from Payroll to Redundancy, here.

3. Once you are in HR Connect, please click on **'Learning'** and then **'My activities'**.



4. Please click on the course you would like to cancel your place on, e.g **'Mentee Training'**. Click on the **drop-down** box (1) and select the reason for your cancellation, then tick/untick the **'Join waiting list'** box (2) depending on whether you wish to join the waitlist, and then click on the **'Save'** (3) button.

