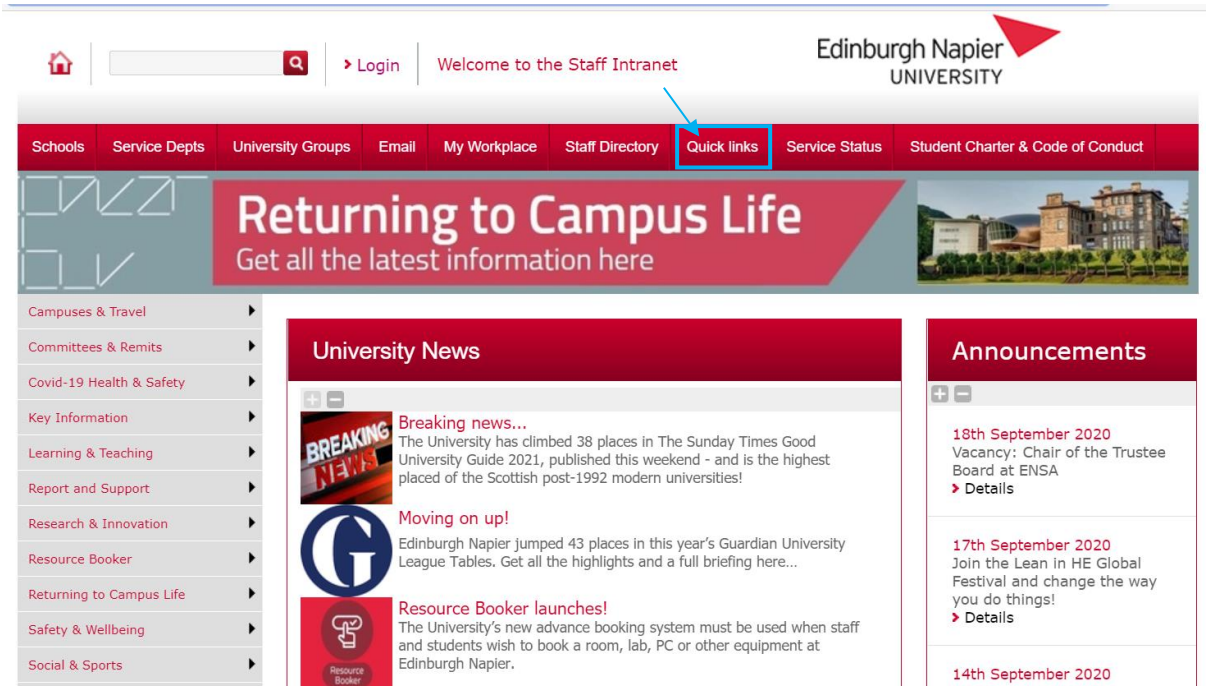
How to cancel my place on a training course.

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

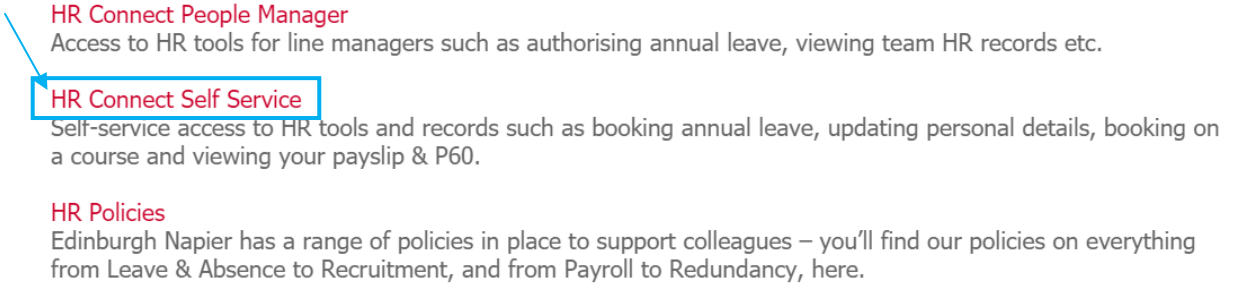
To access HR Connect, please follow the steps below:

1. Please go to Staff Intranet, then click on **'Quick links'.**

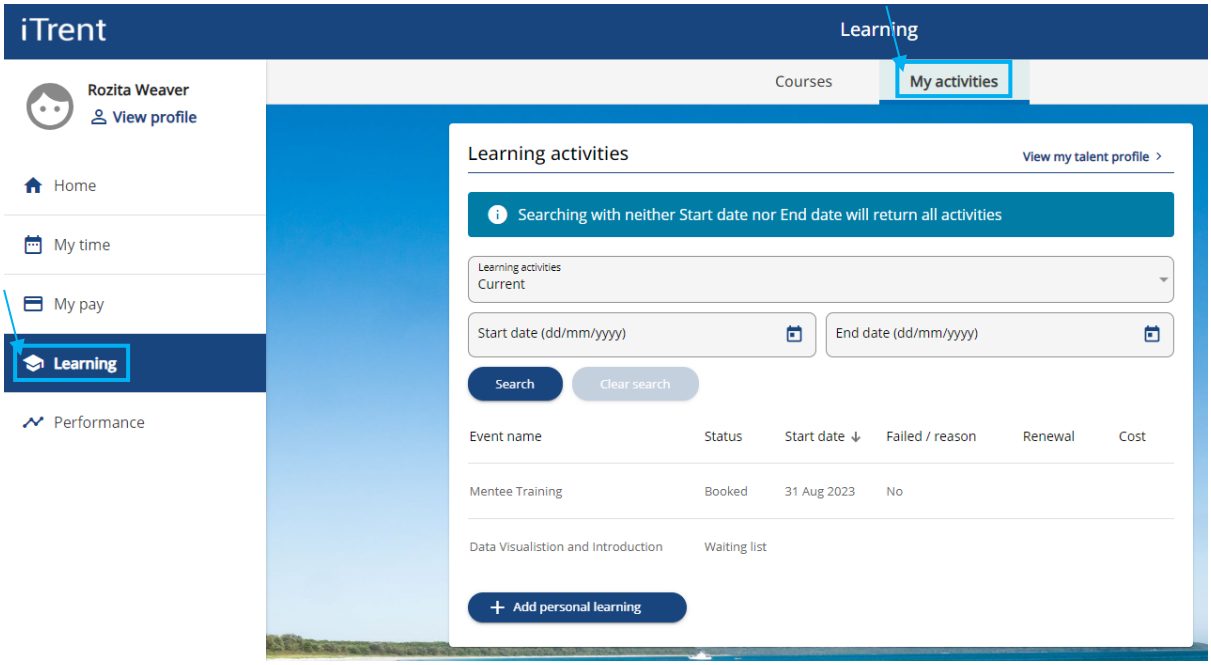
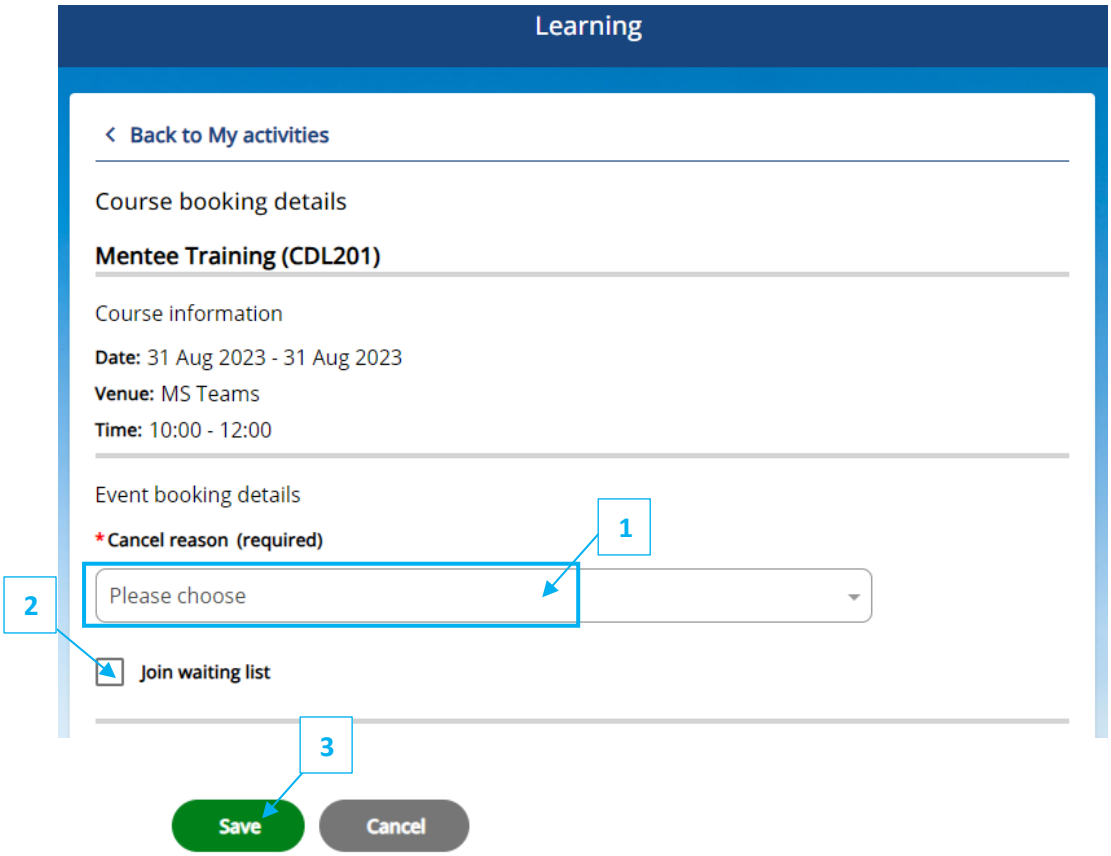


2. Upon selecting Quick links, please scroll down and click on **'HR Connect Self-Service'**. This will take you to HR Connect.

*** 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).



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.