

## How to manage your bookings

- 1. Log onto your 'MyCouncil account by visiting the MyCouncil Website <u>https://mycouncil.milton-keynes.gov.uk/</u>
- 2. Select the tab labelled 'My Requests'.
- 3. Click on 'My Requests'. You can then view all requests made on the portal.

Home	Centralis	ed Training	CaseViewer	HR Hub	IT Forms	Services	My Requests		Dashboard	
										-
My	Reque	ests								
Show 1	0 V Filter	All 🗸						Search		
Cas	ie ID	Process				C	ase Start Date	Case E	nd Date	Case Status
<ul> <li>CT6</li> </ul>	37211377	Centralised Tr	aining - Enrolment			0	8/08/2024 14:03:44			Action Required

4. Click the dropdown arrow to the left of the Case ID.

Case ID • CT637211377

You will be able to open the 'Manage Enrolment' stage by clicking 'Continue'.

	Case ID	Process		Case Start Date 0	Case End Date Case Status
•	CT637211377	Centralised Training - Enrolment		08/08/2024 14:03:44	Action Required
	Manage	Enrolment			
	Task ID	Start Date	Completed Date	Summary	Action
	New Task	08/08/2024 14:03:46			Continue

5. The 'Manage Enrolment' stage loads. You can view details of your booking and it has the option to cancel an enrolment.
Centralised Training - Enrolment

Course title	Supporting Literacy, Numeracy and mediated support
Session(s)	Session 1
	Date: Monday 02/09/2024
	Time: 09:00 - 12:30 Delivery method: Eace to Eace - Civic, MK 1.18
	Session 2
	Date: Monday 09/09/2024
	Delivery method: Online - MS Teams
	Session 3
	Date: Monday 16/09/2024
	Delivery method: Online - MS Teams
Participant(s)	Jane Kerr
and part (b)	Malcolm Cooke



6. Select 'Yes' to cancel an enrolment. A list of participants booked is displayed.



**7.** Selects 1 or more enrolments to cancel. Then a new question appears which asks you to confirm your selection.



8. Select 'Yes' to confirm your selection. Then the option to 'Submit' appears.



**9.** Click 'Submit'. Then the enrolments are updated accordingly, and a 'Successful Submission' message is displayed.

