How to manage your bookings

1. **Log onto your 'MyCouncil account** – by visiting the **MyCouncil** Website
   https://mycouncil.milton-keynes.gov.uk/

2. Select the tab labelled 'My Requests'.
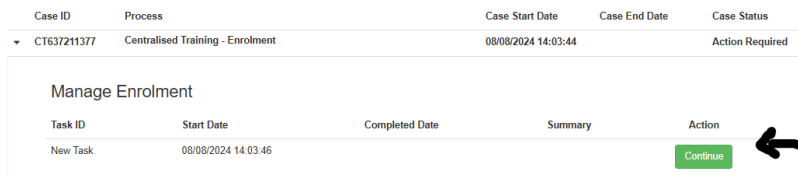

3. Click on 'My Requests'. You can then view all requests made on the portal.
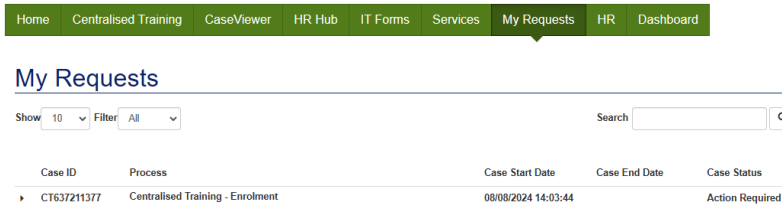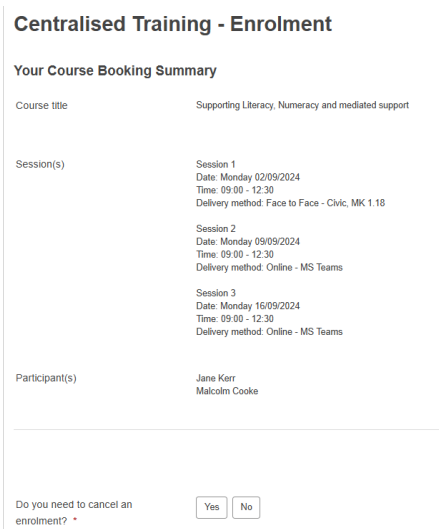

4. Click the dropdown arrow to the left of the Case ID.

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

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

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

    Do you need to cancel an enrolment? *   [Yes] [No]

    Please select the participants to unenroll from the training *
    ☐ Jane Kerr - Session 1
    ☐ Jane Kerr - Session 2
    ☐ Jane Kerr - Session 3
    ☐ Malcolm Cooke - Session 1
    ☐ Malcolm Cooke - Session 2
    ☐ Malcolm Cooke - Session 3

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

    Please select the participants to unenroll from the training *
    ☐ Jane Kerr - Session 1
    ☐ Jane Kerr - Session 2
    ☐ Jane Kerr - Session 3
    ☑ Malcolm Cooke - Session 1
    ☑ Malcolm Cooke - Session 2
    ☑ Malcolm Cooke - Session 3

    By continuing you confirm the selected participants are to be unenrolled *   [Yes]

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

    By continuing you confirm the selected participants are to be unenrolled *   [Yes]   ✓

    [✕ Cancel]   [✔ Submit]

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

    Submission Successful

    Your reference number is CTC637093957

    [Continue »]