To cancel prebookings:

1. **Click the "Course Prebookings" link in the My Learner Account section.**
   My Course Prebookings page appears.

2. **Select the prebookings you would like to cancel by clicking the appropriate box(es).**
   The boxes for selected courses will turn orange.

3. **Click the "Cancel Prebookings" button.**
   "Your prebooking was cancelled" message appears at the top of the page and your list of current prebookings is updated.

Please contact your agency training officer for assistance.