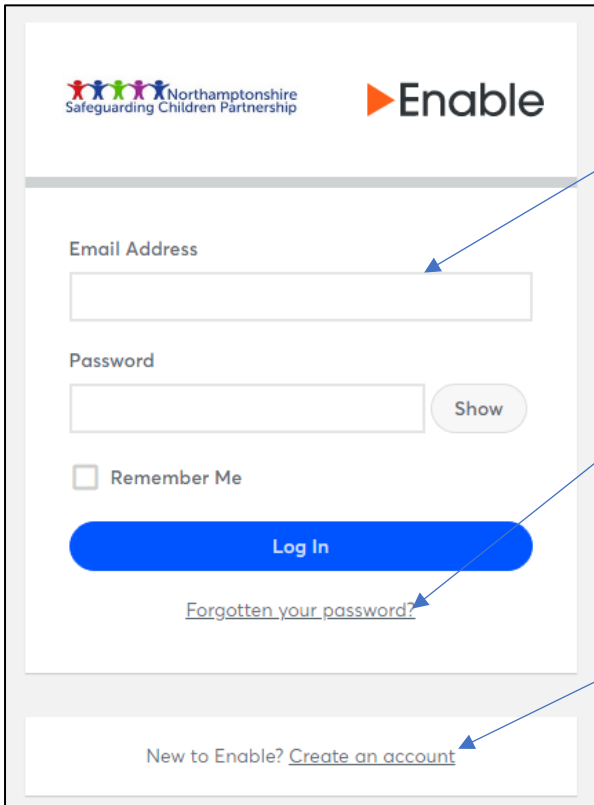# How to cancel your place on NSCP Training

The below guide details the step-by-step process needed to cancel a place on an NSCP face to face / virtual training course.

You will need to log back into the NSCP Learner Management System. Click the link below to log back into your account.
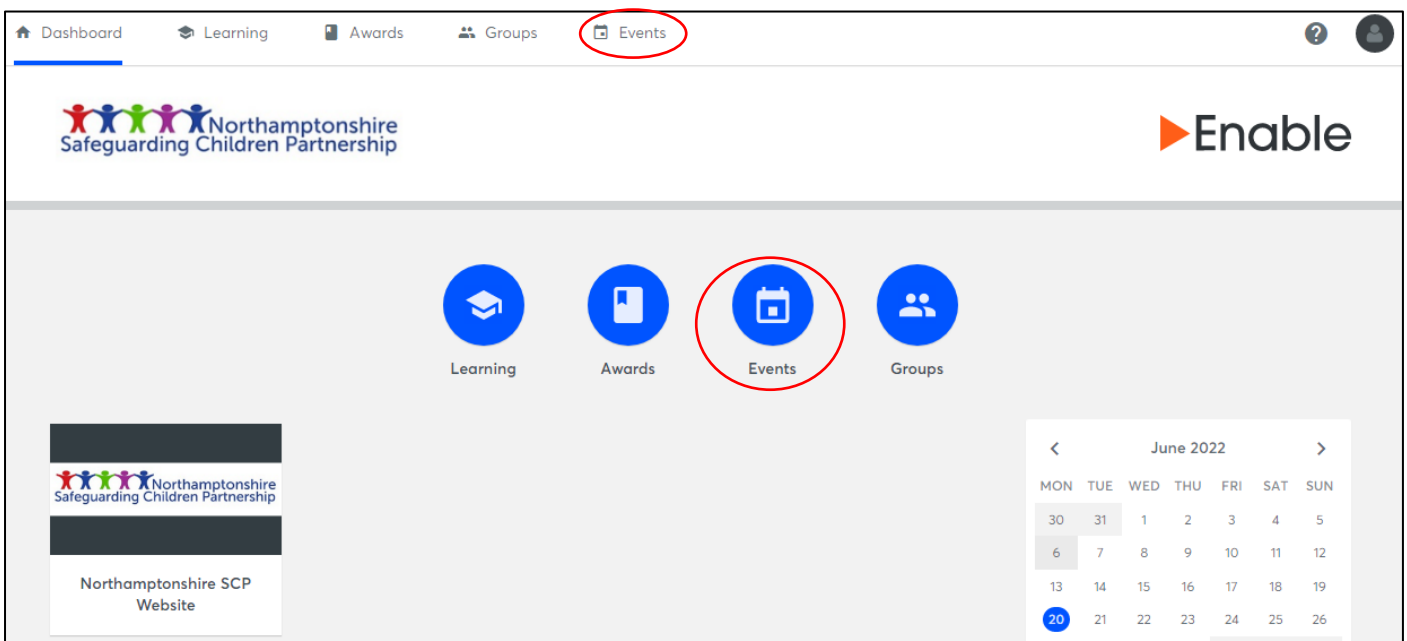
https://northamptonshirescp.vc-enable.co.uk/Login/

Enter you email address and password for your account here and click log in.

If you have forgotten your log in details, please click forgotten your password and follow the steps. Please do not sign up for a new account as you will not be able to access your past learning.

If you do not already have an account, click here to register for an account.

Once you have logged in you will be met with the below screen where you need to click on 'events' to see the current face to face / virtual training available.

You will be met with a screen that shows your "active events" which are all of the training courses you have signed up for. Click on the course you would like to cancel your attendance at as in the image below. In this instance we are cancelling out place on the Graded Care Profile 2 course.
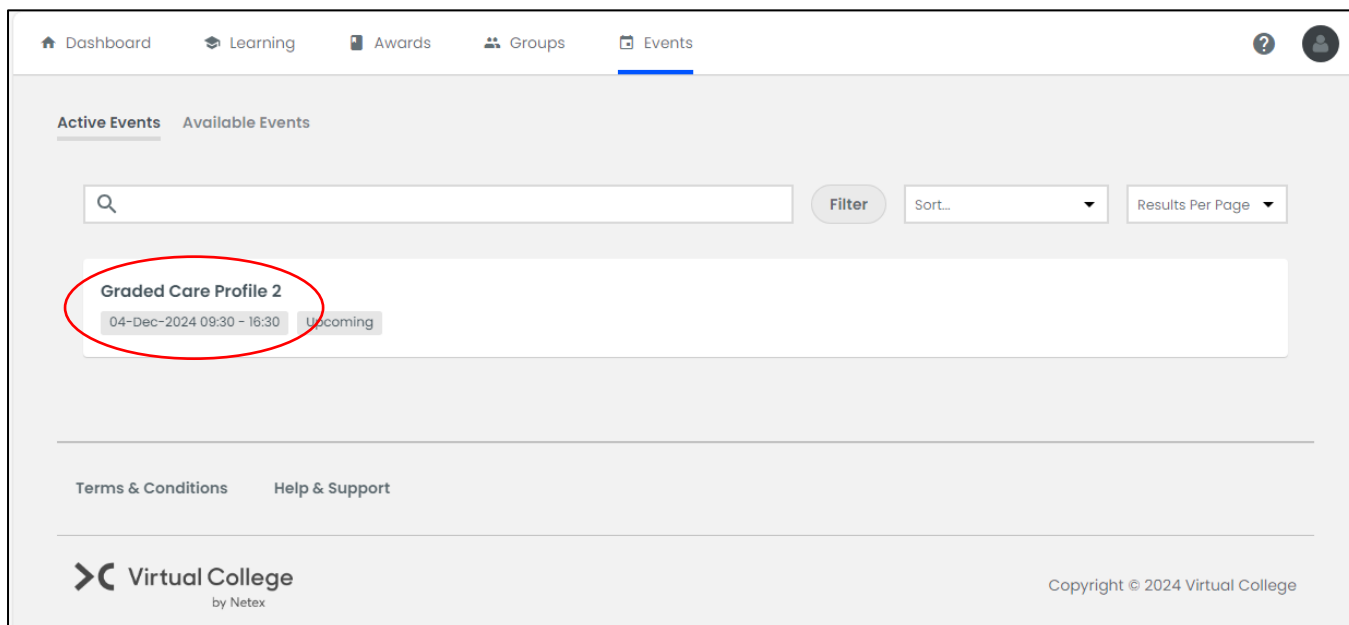
You will then be met with the course information screen. As shown below, by scrolling down a short way you will be greeted with options to add the course to an outlook calendar, change the session you wish to attend or cancel your attendance on the course. As indicated below click on the "Cancel Attendance" button.
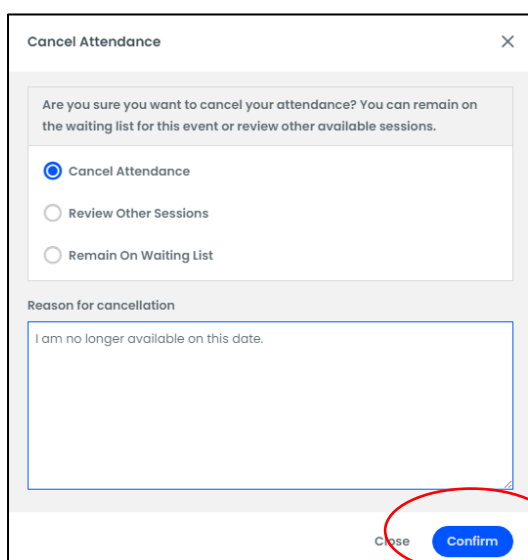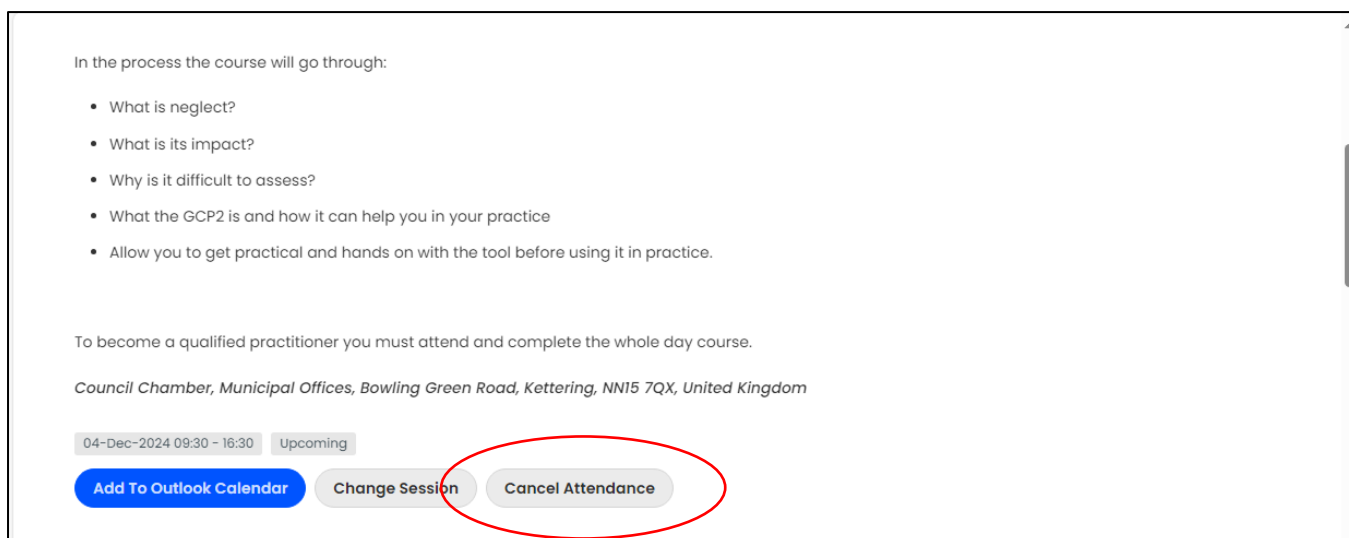
You will be met with the above pop up. All you need to do is click "Cancel Attendance" and input a reason for your cancellation.

Once you have completed this just click confirm and your place on the course will be cancelled. You will be transferred back to your "active learning" screen and the course will no longer be visible.

Should you have any difficulties please email the Business Office at NSCP@northnorthants.gov.uk who will be happy to help.