

How do I cancel or update a registration?

Two working days prior to the date of your course you will receive an email reminder.

If you are unable to attend a course, you must cancel your registration.



















You may also need to update details of your registration, including:

- your contact telephone number
- any special requirements related to a medical condition or disability.

1.	Log into HRonline at http://hronline.newcastle.edu.au
2.	Click Staff Development > Nominate for a Training Course . The Training Requests screen is displayed showing a list of courses you are currently nominated for.
3.	Click the nomination date for the course registration you would like to cancel or update. The details of the selected course are displayed.

4.	What do you want to do?				
	<table border="1"> <tr> <td>Cancel</td> <td>Click <input type="button" value="Delete"/> A Microsoft Internet Explorer popup window is displayed. Go to step 5.</td> </tr> <tr> <td>Update</td> <td>Make the changes to your course nomination including checking the waiver checkbox. Go to step 6.</td> </tr> </table>	Cancel	Click <input type="button" value="Delete"/> A Microsoft Internet Explorer popup window is displayed. Go to step 5.	Update	Make the changes to your course nomination including checking the waiver checkbox. Go to step 6.
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Update	Make the changes to your course nomination including checking the waiver checkbox. Go to step 6.				
5.	Confirm that you wish to withdraw from the course. The Training Requests screen is redisplayed advising that your registration has been withdrawn. Go to step 7.				
6.	Click <input type="button" value="Update"/> The Training Requests screen advises that your course registration details have been updated.				
7.	You can now logout of HRonline.				
Note: The <input type="button" value="Undo"/> button which is available in the Training Requests screen will undo the last unsaved change.					

Who can I contact for support?

Problem	Contact details								
If you need help with how to use the Training Calendar or registering for a course. Note: You should refer to the online Help in HRonline before contacting Linda or Deborah.	<table border="0"> <tr> <td></td> <td>Linda Lee on (02) 4921 7252 (Tue, Wed, Thurs)</td> </tr> <tr> <td></td> <td>Linda.Lee@newcastle.edu.au</td> </tr> <tr> <td></td> <td>Debbie Nichols on (02) 4921 5207</td> </tr> <tr> <td></td> <td>Deborah.Nichols@newcastle.edu.au</td> </tr> </table>		Linda Lee on (02) 4921 7252 (Tue, Wed, Thurs)		Linda.Lee@newcastle.edu.au		Debbie Nichols on (02) 4921 5207		Deborah.Nichols@newcastle.edu.au
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Technical issues	<table border="0"> <tr> <td></td> <td>IT Service Desk on (02) 4921 7000</td> </tr> <tr> <td></td> <td>17000@newcastle.edu.au</td> </tr> </table>		IT Service Desk on (02) 4921 7000		17000@newcastle.edu.au				
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