	Navigation Note	IT System	**Group Account**
SIEMENS Gamesa R E N E W A B L E E N E R G Y	**How to cancel a booking**	Date Owner	30/06/2021 **SGRE HR ORG&DEV WU**

Phase	Explanation	Navigation
Find the user	1. From the main SG Training Web page go to **My Group Account.** 2. Perform an employee search by entering search criteria as e.g. name, GID or department. **NB! If you are searching for an org. code or cost center, please remember to put in % before to ensure seeing every employee, e.g. %ON EXT** 3. Click the **search** button.	> My Group Account Last Name: First name: GID: Department: Team: Search course: Qualification: Qualification profile types: ☐ Active profiles ☐ Development profiles search reset search
Login as a user	1. Find the user you need to book training for and click the **Login as** button.	👥↺
Cancel the booking	1. Click the **My Bookings** link. 2. Find the booking you want to cancel and click the **Action Pen** shaped icon. 3. Select **Cancel your course** 4. Click the **next** button 5. Click the **cancel booking** button	> My Bookings **Action** 🖉 ○ Cancel your course next cancel booking