

ESR eLearning User guide

How to access ESR:

Click **ESR** icon on Hospital Intranet



Or

To access remotely from home go to <https://my.esr.nhs.uk> -> Click Login to ESR on top right

Or

Download ESR app

How to log into ESR:

Forgot Username & Password:

Click the link or email
esrsystemadmin@nnuh.nhs.uk

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

Password*

[Forgotten | Request Username/Password | Unlock Account](#)

[Log in via Username Password](#)

Log in with your Smartcard

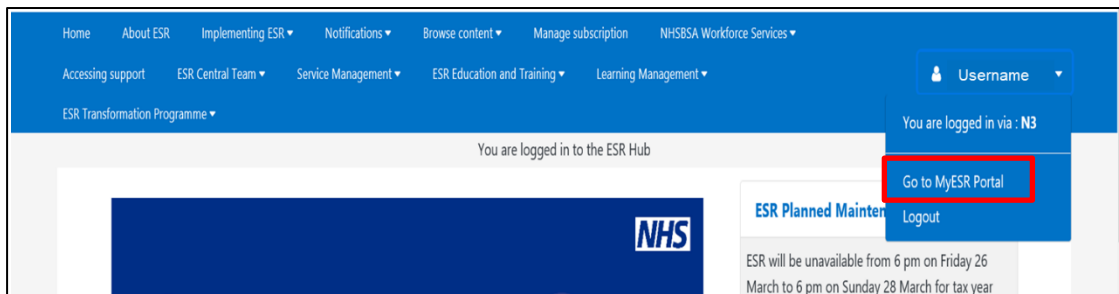
Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

[Log in via Smartcard](#)

Enter your ESR
Username &
Password and click
Login via Username
Password button

Smartcard users:
Access ESR by
inserting your
smartcard and entering
your PIN and click
Login via Smartcard
button

Click Go to MyESR portal



Quick Access to play current eLearning

1. Find the **My e-Learning Portlet** on the ESR home screen
2. Navigate using the arrows until you find the course you want and click the **Play** button to launch the module
3. This will launch the eLearning in a separate window. Where an eLearning course is expired, click the **Renew and Play** button to launch the module.

My e-Learning

Show mandatory learning only **YES**

234 Fire Safety - 1 Year (e-Learning)

Status: **Incomplete**

Play

Learner Homepage

Learning Certification Options Available

Your selected e-Learning course is attached to the following learning certification.

Please Note : In order for you to gain the competences attached to this e-Learning and certify, you must renew your learning certifications.

| Certification Name | Certification Status | Due Date |
|---------------------------------------|----------------------|-------------|
| 234 Fire Safety – 1 Year (e-Learning) | Renewing | 05-Sep-2018 |

Cancel Play **Renew and Play**

To access full training record, click **Learner Homepage**

To access full training record, click **Learner Homepage** (see arrow mark shown above)

If any of your competencies are showing red or amber on your learning page you will need to complete the eLearning course.

1. Check to see if the learning is listed under the **E-Learning Enrollments** tab, if listed click the **Play** button to launch the relevant course. (If not listed goto Page 3 'How to enrol to a course ')

Announcements

You have 0 new notifications.

Competence Requirements

Click "Search" to find certifications, courses and learning paths with the required competence

| Competence Name | Expiry Date | Search |
|-------------------------------------|-------------|--------|
| 234 LOCAL Equality & Diversity Core | 19-Oct-2016 | |
| 234 LOCAL Information | 22-Feb- | |


E-Learning Enrollments

All current e-Learning enrolments are displayed in this section. To view more detail about each enrolment, click your enrolment status. Click the play button to play the course or be directed to the relevant screen.


| Course Name | Item in | Status | Enrolment Status | Completion Date | Move to History | Score | Unenrol | Play |
|--|---------|------------|------------------|-----------------|-----------------|-------|---------|-------------|
| 000 Equality, Diversity and Human Rights - Level 1 | | Incomplete | Completed | 18-Apr-2017 | | | | Play |
| 000 Equality, Diversity and Human Rights eAssessment - | | Incomplete | Completed | | | 14 | | |

If the Certification expired, click the **Renew and** to launch the course.

***Note: Complete the course, some courses have multiple sections – ensure you play all sessions**

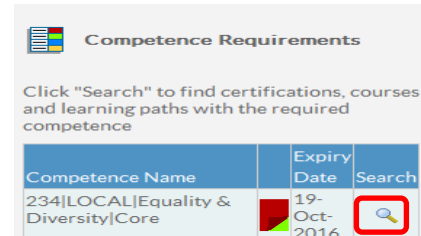
2. When you have successfully completed the course **please ensure you click on the blue Home icon**  at the top right of the screen, **which will update your compliance matrix.**

How to enrol to the eLearning course:

To enrol a course, use the Competence Requirements Section to find the course by clicking on the search icon  for any of your competencies that are showing red or amber;

Course Search

In order to enrol on a course, under **Competence Requirements**, click the **Search icon** for the required competence.

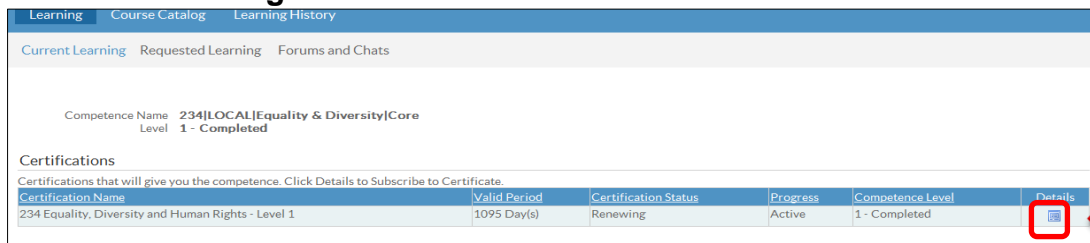


Competence Requirements

Click "Search" to find certifications, courses and learning paths with the required competence

| Competence Name | Expiry Date | Search |
|-------------------------------------|-------------|---|
| 234 LOCAL Equality & Diversity Core | 19-Oct-2016 |  |

1. Click **Details** on the right hand side




Learning Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Competence Name 234|LOCAL|Equality & Diversity|Core
Level 1 - Completed

Certifications

Certifications that will give you the competence. Click Details to Subscribe to Certificates.

| Certification Name | Valid Period | Certification Status | Progress | Competence Level | Details |
|--|--------------|----------------------|----------|------------------|--|
| 234 Equality, Diversity and Human Rights - Level 1 | 1095 Day(s) | Renewing | Active | 1 - Completed |  |

2. Click **Subscribe** on the right hand side (if **Subscribe** button greyed out, click **Learning** button on top of the screen and click **Play** button for the relevant module under the **Certification Tab**)



Learning Course Catalog Learning History

Search Course Exact Phrase Advanced Search

Learning: Current Learning > Renew Learning Certification >

Learning Certification: 234 Equality, Diversity and Human Rights - Level 1

You must complete this certification in 30 Day(s)
Completed certification is valid for 1095 Day(s)
Renewal period 90 Day(s)
Renewable Yes

3. Click **Finish**



Learning Course Catalog Learning History

Search Course Exact Phrase Advanced Search


Learning: Current Learning > Renew Learning Certification > Learning Certification >

Subscribe: 234 Equality, Diversity and Human Rights - Level 1

You must complete this certification in 30 Day(s)
Completed certification is valid for 1095 Day(s)
Renewable Yes

4. Click **Enrol** button (* Please complete all the modules attached to the Certification)

5. Click **Play** button to launch the course

When you have successfully completed the course please ensure you click on the blue **Home** icon  at the top right of the screen, which will update your compliance matrix.

If you have any queries on accessing the training please contact train.mandatory@nnuh.nhs.uk or cancel or 01603 289736 Ext 5736.