

# ESR e-Learning via the Employee Self Service Portal

ESR e-Learning is accessed via the **Employee Self Service** portal. This is the same portal where you can view and print your online payslips, view your Total Rewards statements and also update your personal contact information and banking details.

The weblink to ESR Employee Self-Service portal can be found on the Web Based Systems page of the Trust's Intranet site ([Direct Link](#)). From here you will be required to enter your unique username (e.g. 296JBLOGGS01 or 470JBLOGGS01) and password. If you haven't been provided with your username and password for **Employee Self Service** yet or you have forgotten them, then please send an email to: [hrworkforceinformation@iow.nhs.uk](mailto:hrworkforceinformation@iow.nhs.uk)

The link will take you to the following screen (see FIG1 below)

The screenshot shows the NHS Electronic Staff Record login interface. It features a header with the NHS logo and the text 'Electronic Staff Record' and 'NHS Electronic Staff Record'. The main content area is titled 'NHS Electronic Staff Record' and contains two login options: 'Log in with your credentials' and 'Log in with your Smartcard'. The 'Log in with your credentials' section includes a 'Username\*' field (with an example '296JBLOGGS01') and a 'Password\*' field. A blue button labeled 'Log in via Username/Password' is positioned below these fields. The 'Log in with your Smartcard' section includes a 'Log in via Smartcard' button. Three red callouts are overlaid on the image: Callout 1 points to the Username field with the text '1: Username: 296JBLOGGS01 or 470JBLOGGS01'; Callout 2 points to the Password field with the text '2: Enter your password here'; Callout 3 points to the 'Log in via Username/Password' button with the text '3: Click here to enter'. At the bottom of the page, there is a disclaimer: 'You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.' Below the disclaimer are links for 'Terms and Conditions' and 'Password Policy'.

FIG1

When your log-in credentials have been accepted and the ESR Self-Service Portal screen loads, you will be presented with a screen like the one in FIG2 below.

On the left-hand side of the screen you will see the main menu list of options that you can choose from to navigate your way around the Portal.

To access the e-Learning modules in ESR your next step is to click on the **My Learning** link from the main menu. Your screen will change and you will be taken to a new screen where you are able search for the e-Learning module that you are looking for.

Enter the name of the course you are looking for into the search box. In the FIG3 example we have used **Data Security Awareness – Level 1** (formerly known as Information Governance).

**NHS**  
Electronic Staff Record  
NHS Trust

Search... Test Employee

**My Role**  
My ESR >

**My Pages**  
Dashboard  
Portal Content  
ESR Navigator  
My Personal Information  
My Pay & Rewards >  
**My Learning**  
My Compliance & Competency >  
My Absence >  
My Appraisals and Reviews  
My Employment >  
My Talent Profile  
Request Internet Access

**Announcements**

**Welcome to ESR**  
New for 2017 the ESR Portal. We welcome you to the Beta launch and look forward to your participation in this exciting development for ESR.

**My Compliance**  
Assignment: 20000169 - Cardiologist  
Percentage Compliance: 20%  
  
[View Compliance Matrix](#)

**My Annual Leave**  
Assignment: 20000169  
Accrual Plan: Annual Leave Hours 1 NHS  
Entitlement: 58.25 Hours  
Taken: 15 Hours  
Booked: 0 Hours  
Remaining: 43.25 Hours  
[Create Annual Leave](#)  
[View Absence Calendar](#)

**My Total Reward Statements**  
Tax year: 2016-2017  
**Total Reward Statements NHS**  
Totally about you  
[Launch my TRS](#)

**My Enrolments And e-Learning**  
A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details.

**888 - HFMA Finance Modules**  
[Play](#)  
Status: Incomplete  
[Learner Homepage](#)

**My Personal Information**

**My ESR Calendar**  
 **Tuesday February 14, 2017**

FIG2

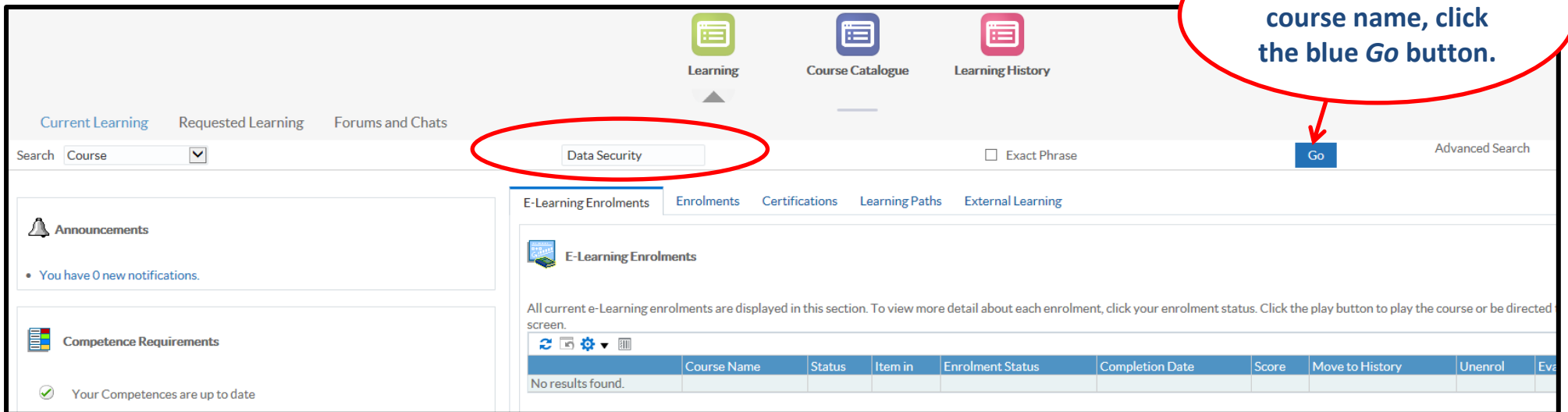


FIG3

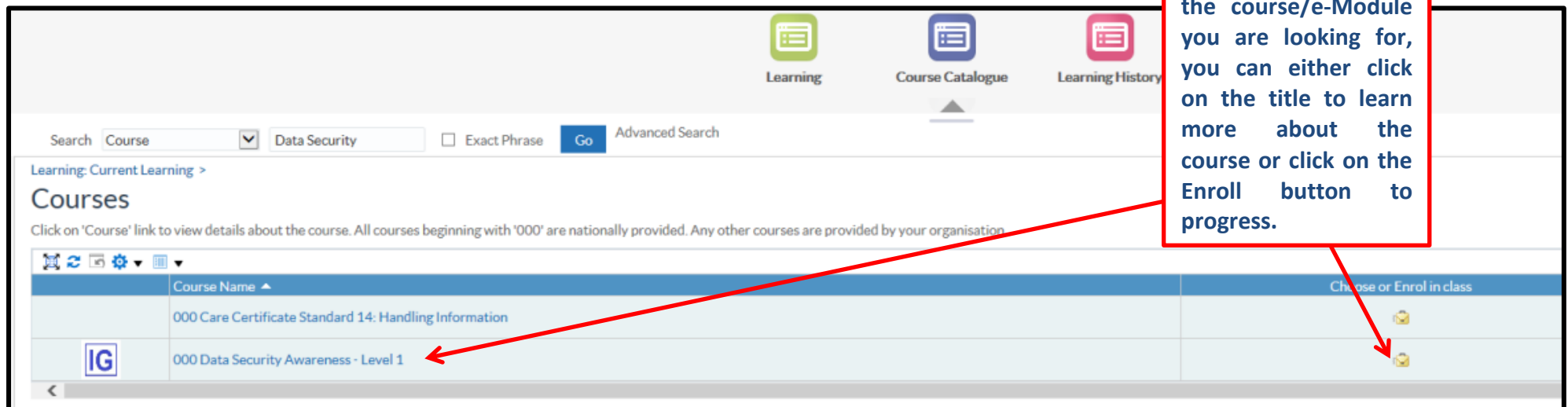


FIG4

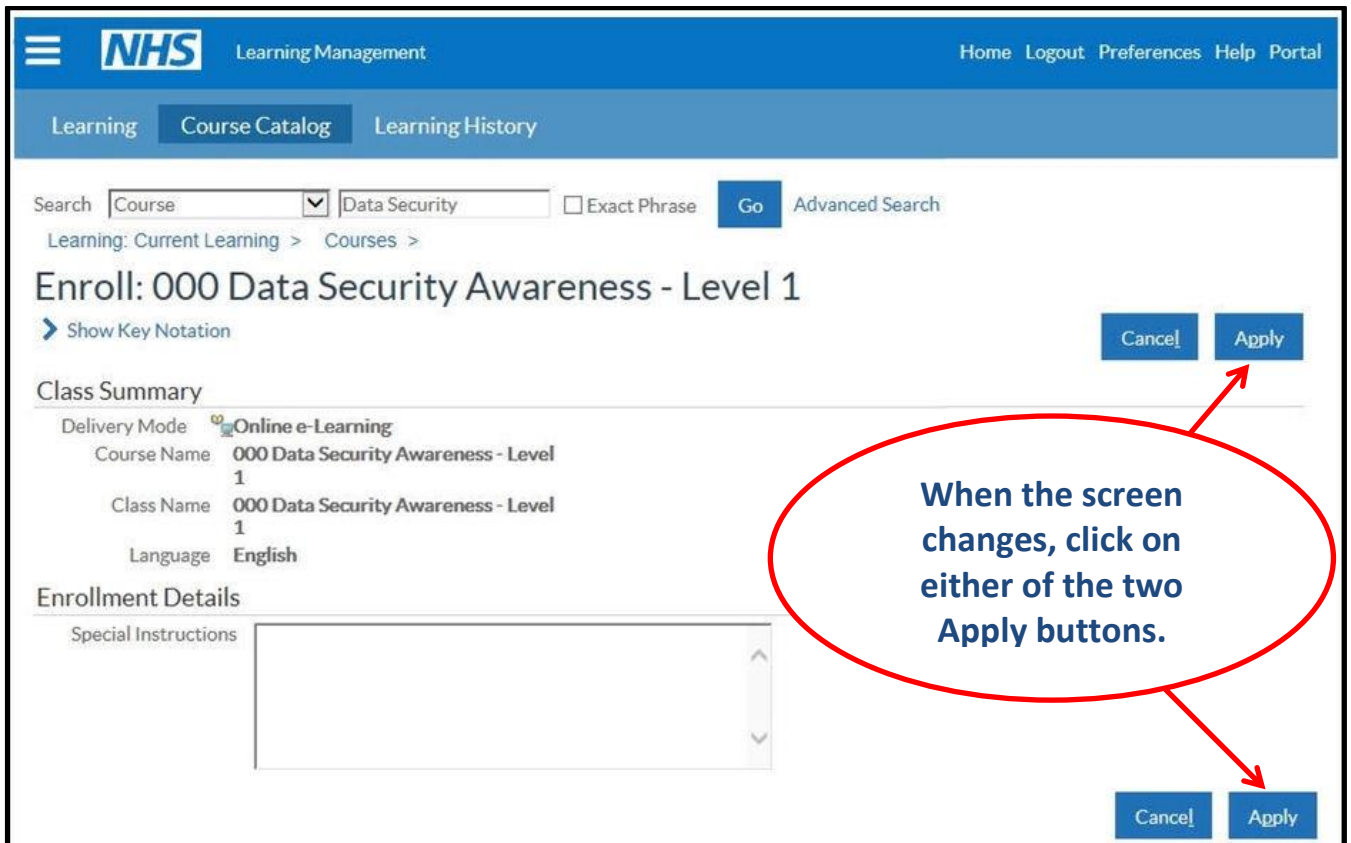


FIG5

Once you have clicked on either of the **Apply** buttons, you will be taken back to the main **My Learning** screen and the course that you have enrolled upon will be listed in the main centre consul.

Finally, from the right-hand side of the consul, click on the small **Play** button corresponding to the module you have chosen to take. This will launch the module in a new screen and you can begin.

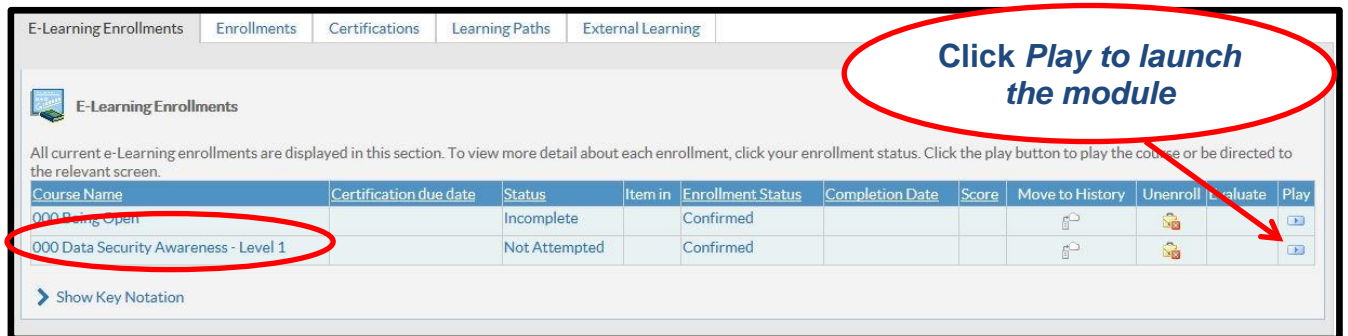


FIG6

**IMPORTANT:**

**Whilst undertaking any ESR e-Learning module it is essential that you navigate through ALL of the pages, answer ALL of the questions and respond to any on-screen pop-ups that you may be presented with. Failure to do so will render your attempt as incomplete.**

On the successful completion of the module, you must click the **Home** screen button in the top-right hand corner of the screen. This will update your ESR training record accordingly.