Guide to accessing training courses and e-Learning modules on ESR

(Electronic Staff Record)

Table of Contents

1. Getting started

- Go to https://my.esr.nhs.uk/
- Click login to ESR
- Enter your username and password and click 'Log in via username password'
- This will take you to the home page
- Click '**My Learning**'
- For login assistance please visit - https://www.iow.nhs.uk/Working-With-Us/learning-zone/esr.htm

2. What is my dashboard showing?

Your dashboard should reflect the statutory and mandatory training that is allocated to your 'Primary Role'. Firstly, check with your line manager and if you both agree that the wrong competencies have been allocated to you, please contact iownt.esrtraining@nhs.net

3. What do the colours on my dashboard mean?

- The colours indicate the status of your required competencies:
- Green – Compliant with three months or more left
- Amber - Compliant with less than three months left
- Red – Not compliant
- Blue – has the competence but it is not required

4. How to complete e-learning

- Click the magnifying glass next to the competency you wish to complete
- Underneath Certifications the eLearning will be displayed
- Click the icon underneath Details
- Click Subscribe*
- Click Finish
- Click Enrol
- Click the Play icon (Blue triangle)
- The eLearning will launch
- Once you have completed this click the Blue house icon in the top right hand corner to exit.

What to do if the Subscribe button is greyed out
- Click the green Learning icon at the top of the screen
- Click Certifications
- Click on the topic you have chosen
- Click the yellow icon underneath Choose or enrol in class
- Click Apply
- Click Play.

5. How to book classroom/virtual learning

- Click the magnifying glass next to the competency you wish to complete
- Underneath 'courses' the classroom session will be displayed
- Click the icon underneath 'Offering details'
- A list of available classes will be displayed
- Click the yellow icon underneath
- Enrol next to the class you wish to book
- Click apply.

6. How to view classroom bookings you have made

- Go to https://my.esr.nhs.uk/
- Click Login to ESR
- Enter your username and password and click Log in via Username Password
- This will take you to the home page Click My Learning (or Learner Home Page if you are not yet an employee)
- Click Enrolments
- Here all your classroom bookings will be displayed you can view the time and date here.

7. How to cancel a classroom booking

- Go to https://my.esr.nhs.uk/
- Click Login to ESR
- Enter your username and password and click Log in via Username Password
- This will take you to the Home Page
- Click My Learning (or Learner Home Page if you are not yet an employee)
- Click Enrolments
- Here all your classroom bookings will be displayed
- Click Unenrol next to the class you wish to cancel
- Use the drop down menu to select the reason why you are not attending
- Click Finish

8. How to complete e-learning not listed on your profile

- Go to https://my.esr.nhs.uk/
- Click Login to ESR
- Enter your username and password and click Log in via Username Password
- This will take you to the Home Page
- Click My Learning (or Learner Home Page if you are not yet an employee)
- Make sure the drop down next to Search says Course
- In the search box enter 470% then the key word you are searching for (e.g.470%Resus)
- Click the yellow icon underneath Choose or enrol in class
- Click Apply
- The eLearning will now be listed under your eLearning enrolments
- Click Play
- The eLearning will launch
- Once you have completed this click the Blue house icon in the top right hand corner to exit.

9. How to book a classroom session not listed on your profile

- Go to https://my.esr.nhs.uk/
- Click Login to ESR
- Enter your username and password and click Log in via Username Password
- This will take you to the Home Page
- Click My Learning (or Learner Home Page if you are not yet an employee)
- Make sure the drop down next to Search says Course
- In the search box enter 470% then the key word you are searching for (e.g. 470%Resus)
- Click the yellow icon underneath Choose or Enrol in class
- Click the yellow icon next to the class you wish to book
- Click Apply
- Alternatively you can search 470 to show all classroom sessions on offer.