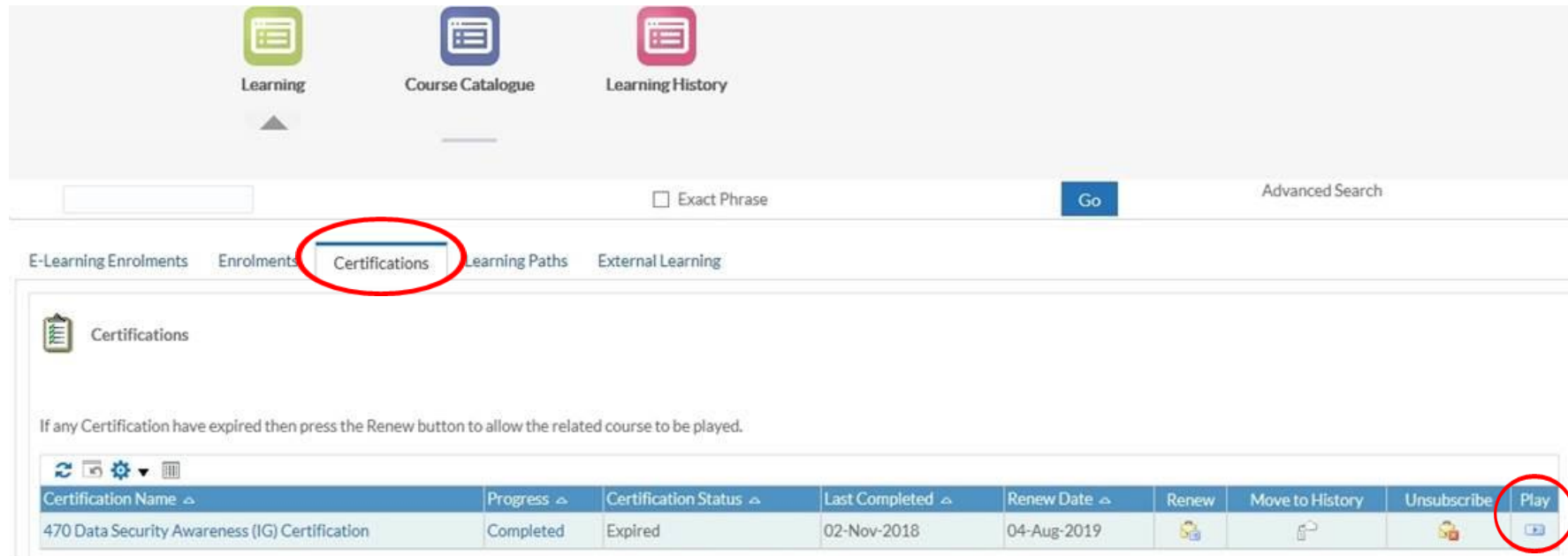


Renewing your e-Learning in ESR (Certification)

This is an explanation of how to retake an ESR e-Learning module that you have completed previously, say 12/24/36 months ago.

Please navigate to the **My Learning** page of your ESR portal. In the centre of the screen, click on the '**Certifications**' tab and **PLAY** the module from here.



The screenshot shows the ESR portal interface. At the top, there are three main navigation icons: Learning (green), Course Catalogue (blue), and Learning History (red). Below these is a search bar with a 'Go' button and an 'Advanced Search' link. The 'Certifications' tab is highlighted with a red circle. Below the navigation, there is a table of certifications. The table has columns for Certification Name, Progress, Certification Status, Last Completed, Renew Date, Renew, Move to History, Unsubscribe, and Play. The 'Play' button for the '470 Data Security Awareness (IG) Certification' row is circled in red.

Certification Name	Progress	Certification Status	Last Completed	Renew Date	Renew	Move to History	Unsubscribe	Play
470 Data Security Awareness (IG) Certification	Completed	Expired	02-Nov-2018	04-Aug-2019				

The image illustrates the **Data Security Awareness Level 1** module, but this also applies for staff requiring to undertake Infection Prevention and Control Level 2

N.B. (warning!)

If you try to retake a module that you have completed previously, i.e. from within the table on the front E-Learning Enrolments screen (tab), the system will play the module like you would expect, but it will **not** save your newly achieved score or the completion date of it - no matter how many times you try this!

If you have any additional queries regarding this matter, please email the ESR Training Team [here](#).