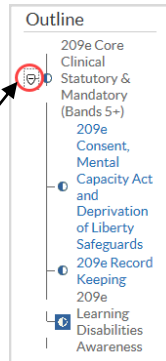




- \* Click the **forward** and **next** buttons to move through the course. These are usually found in the bottom right corner of the page, but are at the top in some modules.
- \* Ensure you play all slides and click on all the links or the course may not be marked as **complete**.
- \* Some modules eg 'Core Clinical Stat & Mand' are made up of several modules grouped together. All parts have to be completed. Click the **+** icon in the left-hand menu to expand the list of modules.
- \* Most courses require you to **complete an assessment**. Some courses have a 'complete session' button which must be clicked before you can proceed to the assessment. Assessments can usually be retaken until you have passed.



Once you have completed a module click the **home** button on the top-right of the screen to exit the course. If you can't see the home button minimise the screen you are on as it may be hidden behind. Occasionally this may be a cross instead of house icon.



### For further help and support

**Guidance on InfoNet:** <http://bit.ly/ect-elearning> (on-site access only)

**E-learning support:** **01625 66 3137 (x3137)**  
[ecn-tr.elearningsupport@nhs.net](mailto:ecn-tr.elearningsupport@nhs.net)

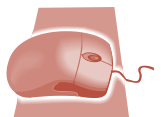
**ESR admin:** **01625 65 6520 (x6520)**  
(for password resets etc) [ecn-tr.trainingadmin@nhs.net](mailto:ecn-tr.trainingadmin@nhs.net)



# E-learning

## E-learning basics

June 2018



Double-click the 'ESR New' icon in ZenWorks. Smartcard users can log in using their smartcard. All non-smartcard users will be issued with a username and password specifically for ESR e-learning. Usernames always start 209 then include your initial and the first 6 letters of your surname, in capitals, followed by a number (usually 01) e.g. **209TJONES01**. If you have forgotten your username or password click the *'forgotten username or password'* link on the ESR login page or ring **ext. 6530**.



NHS Electronic Staff Record

Log In with your credentials

Information for Smartcard Users

If you are a Smartcard user and wish to access ESR internet services [click here](#), please enter your username and password below.

Please note access to ESR services over the internet has changed. Your username can be identified by logging into ESR with your Smartcard (over H2) and selecting the ESR Navigator; the username will be displayed in the top right hand corner of the page. Please use this username in conjunction with your existing internet password in order to access ESR services over the internet. [Click here for more information](#)

Fields with an asterisk (\*) are required fields

Username\*

(Example: 99R2MTH01)

Password\*

[Forgotten Username or Password](#)

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

**Remote access from home** - all users will need to set up remote access from a PC on the hospital network before they can log in from home. Login to ESR then click the 'Manage Internet Access' link in the left-hand menu.

Smartcard users will need to make a note of their username. Choose a password, then click the 'Request Internet Access' button.

Username/password users will just need to click the 'Request Internet Access' button. You will then login remotely with the same username and password as you use at work.

To login remotely go to [my.esr.nhs.uk](http://my.esr.nhs.uk) on any PC or tablet.

Once you have logged in select **My Learning** from the menu on the left hand side of the screen.

E-Learning Enrollments

Enrollments Certifications Learning Paths External Learning

E-Learning Enrollments

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

Course Name	Certification due date	Status	Item in	Enrollment Status	Completion Date	Score	Move to History	Unenroll	Evaluate	Play
209e Mental Health Awareness		Passed		Completed	27-Mar-2017	100				
209e Epidural analgesia		Passed		Completed	19-Dec-2016	92				
209e Entonox administration for painful procedures		Passed		Completed	19-Dec-2016	88				
209e Intravenous patient controlled analgesia		Completed		Completed	12-Dec-2016					
209e Pain Management - Orthopaedic		Passed		Completed	12-Dec-2016	88				
209e Medical Gases		Passed		Completed	21-Oct-2016	100				
209e Mentorship 2015-2016		Passed		Completed	07-Jul-2016	100				
209e Rectus Sheath Infusion		Failed		Completed		67				
209e Introduction to pain management		Passed		Completed	19-Dec-2016	92				
209e Health & Wellbeing - Managing Personal Stress		Passed		Completed	24-Mar-2017	100				

If the course you want is already in your list of enrollments you can click the **play** button to start the course.

Otherwise use the **search** option in the top-left of the page to search the course catalog. Select the course and click the **enroll** button, then click the **Apply** button.

If several courses have the same name you should select the one starting **209e** - this denotes an East Cheshire course (otherwise select 000 course).

