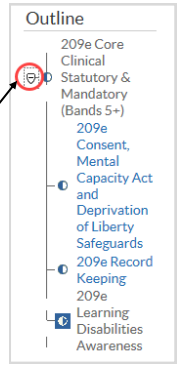
* Click the **forward** and **next** buttons to move through the course. These are usually found in the bottom right corner of the page, but are at the top in some modules.
* Ensure you play all slides and click on all the links or the course may not be marked as **complete**.
* Some modules eg 'Core 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)

ESR Admin:	**01625 65 6520 or 6530**
(for password resets etc)	**ecn-tr.esrsystemssupport@nhs.net**

Library & Knowledge Service

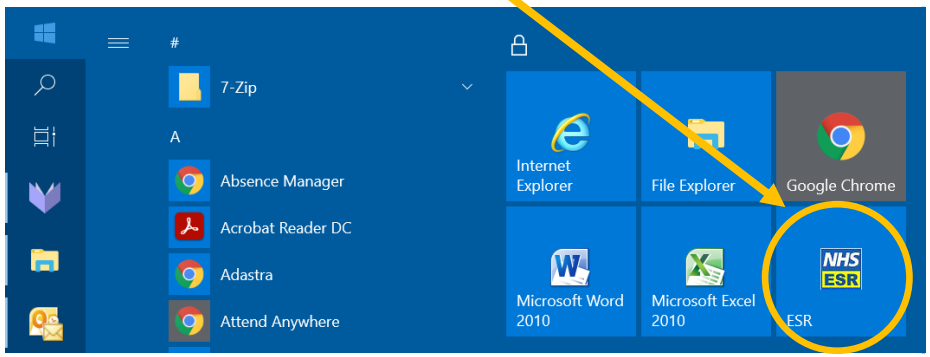
NHS East Cheshire NHS Trust

E-learning

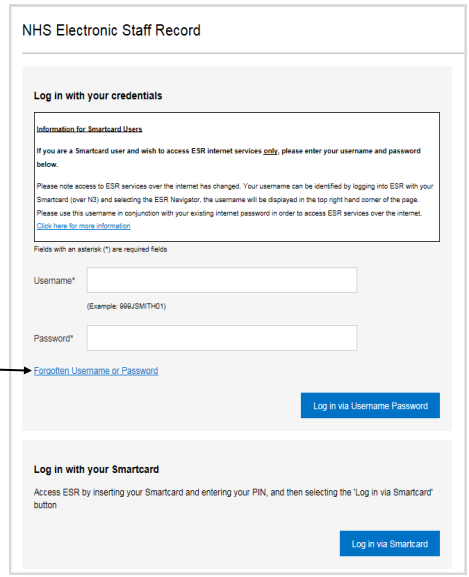
E-learning basics

Oct 2021

Click the 'ESR' icon in the Start Menu.



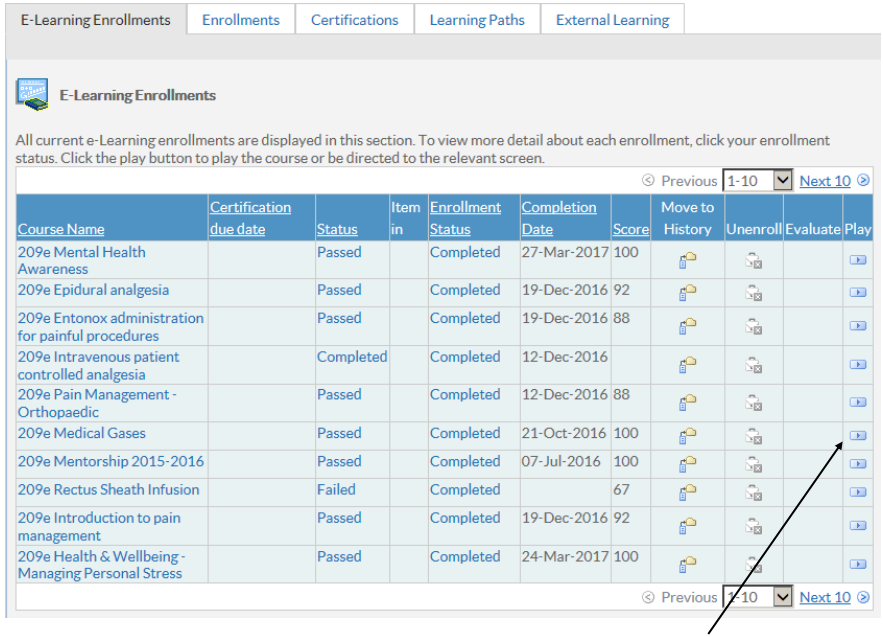
Smartcard users can log in using their smartcard. Everyone else will be issued with an ESR username and password. Usernames always start 209 then include your initial and the first 6 letters of your surname, in capitals, followed by a number (usually 01) e.g. **209TJONES01**. If you have forgotten your username or password click the *'forgotten username or password'* link on the ESR login page or ring 01625 666530 or 6520.



Remote access from home

To login remotely go to **my.esr.nhs.uk** on any PC or tablet.

Once you have logged in click on your name (top-right corner) and select '**Go to MyESR Portal**'. Select **My Learning** from the menu on the left hand side of the screen.



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).