

- * 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

https://nhs.sharepoint.com/sites/RJN_Home/hr/hr_direct/SitePages/MyTrainingandDevelopment-Statutory-%26-Mandatory-Training.aspx

Training Admin: 01625 65 6530
(for password resets etc) ecn-tr.trainingadmin@nhs.net

eLearning Support: 07979 001 451 (Mon-Thurs 9am-2:30pm)
07341 881 244 (Tues-Thurs 8am-5pm)



E-learning



E-learning basics

July 2022



Open Edge or Chrome and go to **my.esr.nhs.uk**.

Smartcard users can log in using their smartcard (only if using Edge, not Chrome). 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 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 65 **6520** (if no answer, ring 6530 or 07909001451 Mon-Thurs 9am-2:30pm or 07341881244 Tues-Thurs 8am—5pm).

Click on your name (top-right corner) and select '**Go to MyESR Portal**'. Select **My Learning** from the left-hand menu.

If you have outstanding competence requirements these will be shown on the left-hand side of the Learning homepage. If it has a green corner you are already enrolled on a course to meet the requirement. This can be played from the list of courses in the middle of the page. Some red competencies will be classroom courses and some e-learning. Click the Search magnifying glass to see which it is.

Competence Requirements

Click "Search" to find certifications, courses and learning paths with the required competence

Competence Name	Expiry Date	Search
209[LOCAL]Ward Evacuation		
NHS[CCF]Standard 10: Safeguarding Adults		
NHS[CCF]Standard 11: Safeguarding Children		
NHS[CCF]Standard 12: Basic Life Support		

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

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				Play

To re-do a course click the **Certifications** tab. Click the **Renew** button for any expired certifications, before launching the e-learning course. Click the **Apply** button to renew. You can then click the **play** button.

To find a new course search for a **Learning Certification**. Search for the required competency name. Select from the list of certifications.

Click the **Subscribe** button, then the **Finish** button. Select the appropriate course name, then click the **Enrol** button. You can then click the **play** button to launch the course.

If there isn't a certification change the search to **Course** and re-run.