

ESR e-Learning via the Employee Self Service Portal

ESR e-Learning is accessed via the **Employee Self Service** portal. This is the same portal where you can view and print your online payslips, view your Total Rewards statements and also update your personal contact information and banking details.

The weblink to ESR Employee Self-Service portal is <https://my.esr.nhs.uk> From here you will be required to enter your unique username (e.g. 096JBLOGGS01) and password. If you haven't been provided with your username and password for **Employee Self Service** yet or you have forgotten them, you

The link will take you to the following screen.

The screenshot shows the NHS Electronic Staff Record login interface. It features two main login sections: 'Log in with your credentials' and 'Log in with your Smartcard'. The 'Log in with your credentials' section includes a text box for 'Username*' (with an example '096JBLOGGS01') and a text box for 'Password*'. A blue button labeled 'Log in via Username/Password' is positioned below these fields. The 'Log in with your Smartcard' section includes a blue button labeled 'Log in via Smartcard'. Three red callouts are overlaid on the image: the first points to the username field with the text '1: Username: 096JBLOGGS01'; the second points to the password field with the text '2: Enter your password here'; and the third points to the 'Log in via Username/Password' button with the text '3: Click here to enter'.

When your log-in credentials have been accepted and the ESR Self-Service Portal screen loads, you will be presented with a screen like the one below.

On the left-hand side of the screen you will see the main menu list of options that you can choose from to navigate your way around the Portal.

To access the e-Learning modules in ESR your next step is to click on the **View my Compliance** button from the compliance portlet. Your screen will change and you will be taken to a new screen where you are able search for the e-Learning module that you are looking for.

NHS
Electronic Staff Record
St Helens & Knowsley Teaching Hospitals Acute NHS Trust (409)

Search... Bronwyn Driver ▾

[Manage Internet Access](#) ✕

My Role
My ESR

My Pages

- My Personal Information
- My Pay & Rewards >
- My Learning
- My Compliance & Competency
- My Absence >
- My Appraisals and Reviews

Understanding your 2018 Pay Award
For more information see the staff intranet

My Compliance

Assignment: 27551219 - Senior Analyst Hf ▾

Percentage Compliance: 50%

My Personal Information

Name: Bronwyn Driver >

My e-Learning

Show mandatory learning only YES

000 Equality, Diversity and Human Rights eAssessment - Level 1

Status: Incomplete

Or, if you have been enrolled on a module before you will find it in this section.

Click on View My Compliance

Compliance | All Competencies | Awaiting Approval

TIP To view compliance for any additional assignments, select assign

27551219 - Senior Analyst HR Informati... Compli...

Required Competencies Only

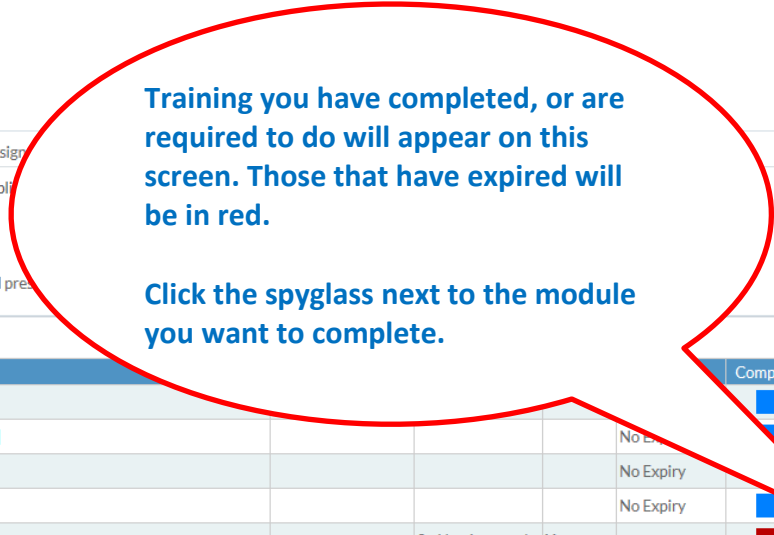
TIP To view required competencies only, tick the checkbox and pre

|

Details | Competency Name ^

Competency Name	Compliance Status	Find Learning	Edit
> 409[LOCAL Local Induction Checklist Core	 		
> NHS[CCF Standard 15: Infection prevention and control	 		
> NHS[CCF Standard 1: Understand your role	 		
> NHS[CCF Standard 2: Your personal development	 		
> NHS[CSTF Dementia awareness - No Specified Renewal	 		
> NHS[CSTF Equality, Diversity and Human Rights - 3 Years	 		
> NHS[CSTF Fire Safety - 1 Year	 		
> NHS[CSTF Fire Safety - 2 Years	 		
> NHS[CSTF Fire Safety - 2 Years	 		
> NHS[CSTF Fire Safety - 3 Years	 		

> Show Key



Training you have completed, or are required to do will appear on this screen. Those that have expired will be in red.

Click the spyglass next to the module you want to complete.

Certifications

Certifications that will give you the competence. Click Details to Subscribe to Certificate.

Certification Name	Valid Period	Certification Status	Progress
409 Fire Safety e-Learning Certificate	730 Day(s)		
409 Fire Safety eAssessment Only e-Learning Certificate	730 Day(s)		

All the modules can be completed by a certification scroll down and click the details next to the certification you wish to enrol on.

On the next two screens, click Subscribe and then Finish

Learning Certification: 409 Fire Safety eAssessment Only e-Learning Certificate

Subscribe Unsubscribe

Subscribe: 409 Fire Safety eAssessment Only e-Learning Certificate

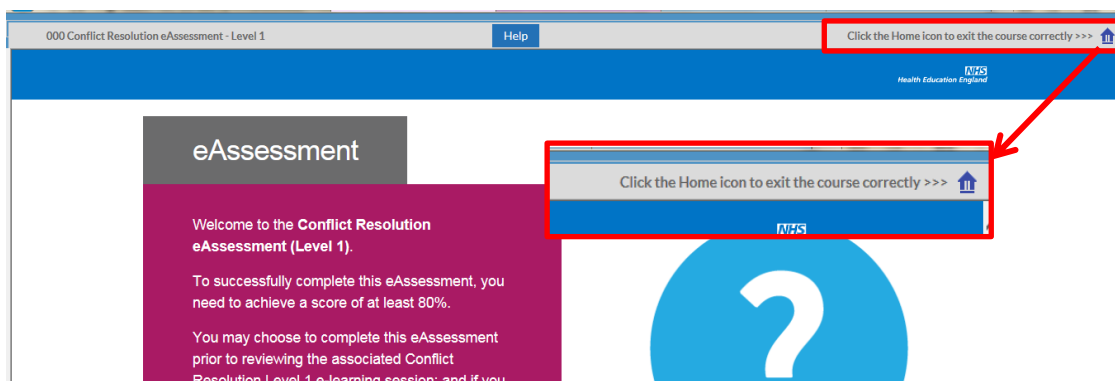
Back Finish

You are now enrolled on the course and ready to play the content, scroll down to the components section and click the **play** button to start the course:

Components

Course	Component Completion Date	Component Status	Enrolment Details	Choose or Enrol in class	Performance Status	Play
000 Fire Safety eAssessment - Level 1 (2017-2018)		Active			Not Attempted	

The course will open in a new window. On the successful completion of the module, please click the **Home** screen button in the top-right hand corner of the screen. This will update your ESR training record accordingly.



IMPORTANT:

Whilst undertaking any ESR e-Learning module it is essential that you navigate through ALL of the pages, answer ALL of the questions and respond to any on-screen pop-ups that you may be presented with. Failure to do so will render your attempt as incomplete.