

ESR Guide – How to Export Training History

The guidance below shows staff how to export training history from ESR to add to CPD Portfolios or provide evidence for Appraisals.

Step 1: Once you are logged in to ESR, select **389 Employee Self Service**

Step 2: Under the Header My Compliance & Competency, select **Compliance & Competency**

Step 3: This page will break down your training compliance and detail for any positions you have with the Trust. If you have multiple roles or a TNR role you will be able to select your compliance breakdown by position by selecting the drop down and **Go**

Step 4: Once you have selected the role you would like to view, you can then select **Printable Page**

Step 5: Your training will open in a new webpage, select **Ctroll** and **P** on your keyboard and select your local printer