

SOP – How to complete eLearning

Please follow the guide below once you have signed into ESR.

1. Click on Go to MyESR Portal

The screenshot displays the ESR Hub user interface. At the top, there is a blue navigation bar with the following options: "Manage subscription", "ESR Education and Training", and "Service Management". Below this bar, a grey status bar indicates "You are logged in to the ESR Hub" and "You are logged in via : N3".

The main content area features a large blue banner with the NHS logo in the top right corner. On the left, a green circle contains the text "DISCOVER YOUR ESR". The central text reads "Welcome to ESR" in white. To the right of the text are three cartoon characters: a woman in a blue uniform, a man in a black shirt holding a laptop, and a woman in a green dress. Below the banner are three small white circles.

On the right side of the interface, there is a blue dropdown menu with the following options: "Go to MyESR Portal" (highlighted with a green arrow), and "Logout". Above this menu, a notification box states "Notification unavailable". Below the notification, a grey box contains the text: "ESR will be unavailable from 6 pm on Friday 24 February 2023 until 11.59 pm on Sunday 26 February 2023 for technical merge event and deployment of fixes." Below this text are two icons: "Devlin" (a document icon) and "ESR User" (a laptop icon with gears).

At the bottom of the page, there are social media and app download icons: Twitter, YouTube, "Download on the App Store", and "GET IT ON Google Play".

2. Find My Compliance portlet and click on the blue arrow, then click into the small circle, next to the competence you wish to complete.

My Compliance

Assignments:

All - Assignments

Percentage Compliance: 100%

Information: The following competencies are within 3 months or less to expiry. Please ensure you undertake the appropriate action before they expire.

Competency Name	Status
<input checked="" type="radio"/> Corporate Governance at the N...	
<input type="radio"/> Driving for Work - 1 Year	

Play Search View

1

My Personal Informa

Name:

Please expand to view you
some of your details.

My Total Reward Sta

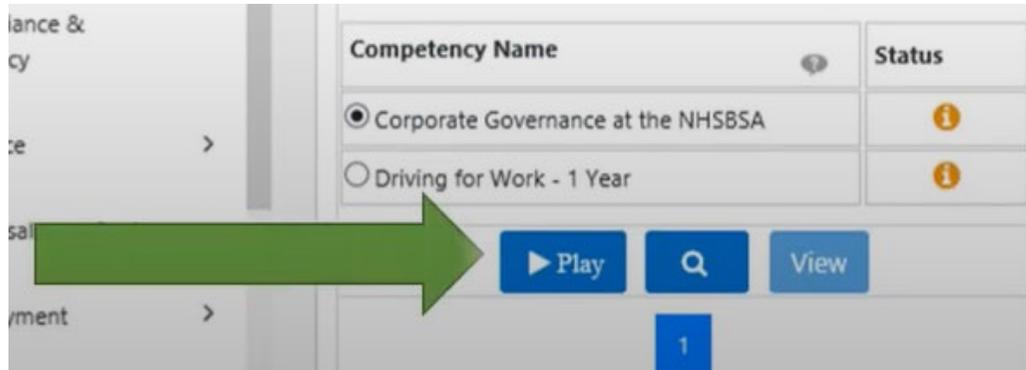
Tax year:
2019 - 2020

Total Reward Stater

View M

My Annual Leave

3. If the Play button is not greyed out, you can click it to launch e-learning.

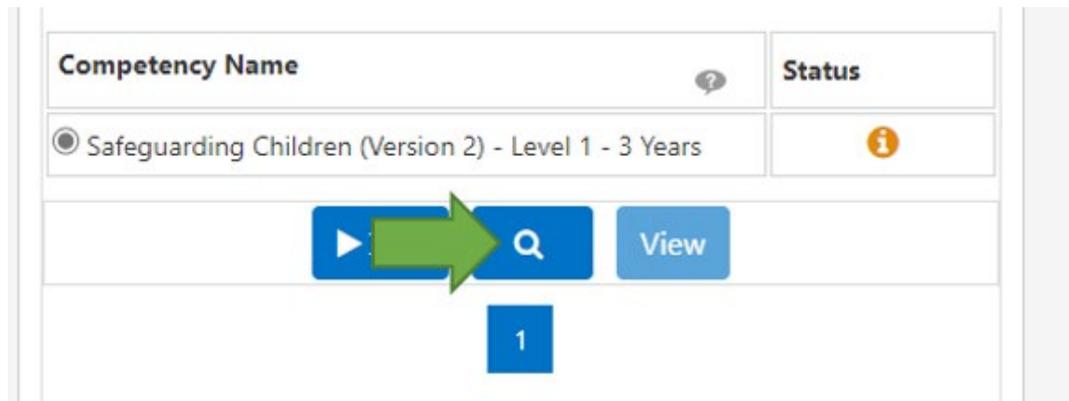


4. Please ensure that you click the Blue House icon once you have finished the module. This is located in the top right of the module.



Please see below guidance if the Play button is greyed out.

5. If the Play button is greyed out, then you will need to subscribe onto the Certification by clicking on the magnifying glass.



6. Click on the Details box under Certifications

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

Certification Name	Valid Period	Certification Status	Progress	Competence Level	Details	Renew
389 Safeguarding Children Level 1 e-learning	1095 Day(s)			0 - Not Assessed		

A green arrow points to the Details icon in the table.

7. Click on Subscribe

Learning Certification: 389 Safeguarding Children Level 1
e-learning



8. Click on Finish

Subscribe: 389 Safeguarding Children Level 1 e-learning



9. Click on Enrol.

 **Mandatory Courses** Hide

All courses in this section are mandatory.

Select one class for each course below to enrol in.

000 Safeguarding Children Level 1

...

Select	Class	Type	Language	Location	Class Start Date	Duration
<input type="radio"/>	000 Safeguarding Children Level 1		English		16-Oct-2018	30

 **Enrol**

10. You have now successfully enrolled onto the e-learning module. Click onto the Portal button to access the ESR Dashboard.

 Search | Home | Favorites | Settings |  **Portal**

Subscribe: 389 Safeguarding Children Level 1 e-learning >

 **Confirmation**
You are enrolled in all the selected classes of the certification 389 Safeguarding Children Level 1 e-learning.

11. The Play button should now be highlighted, click on this to play the course.

Competency Name 	Status
● Safeguarding Children (Version 2) - Level 1 - 3 Years	
   	
	

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