

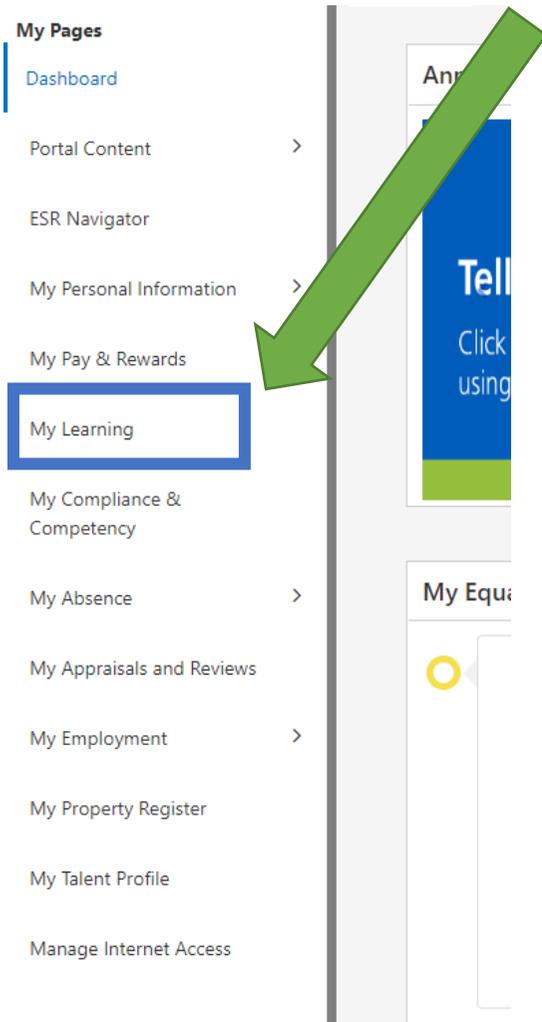
SOP – How to renew a course certification.

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

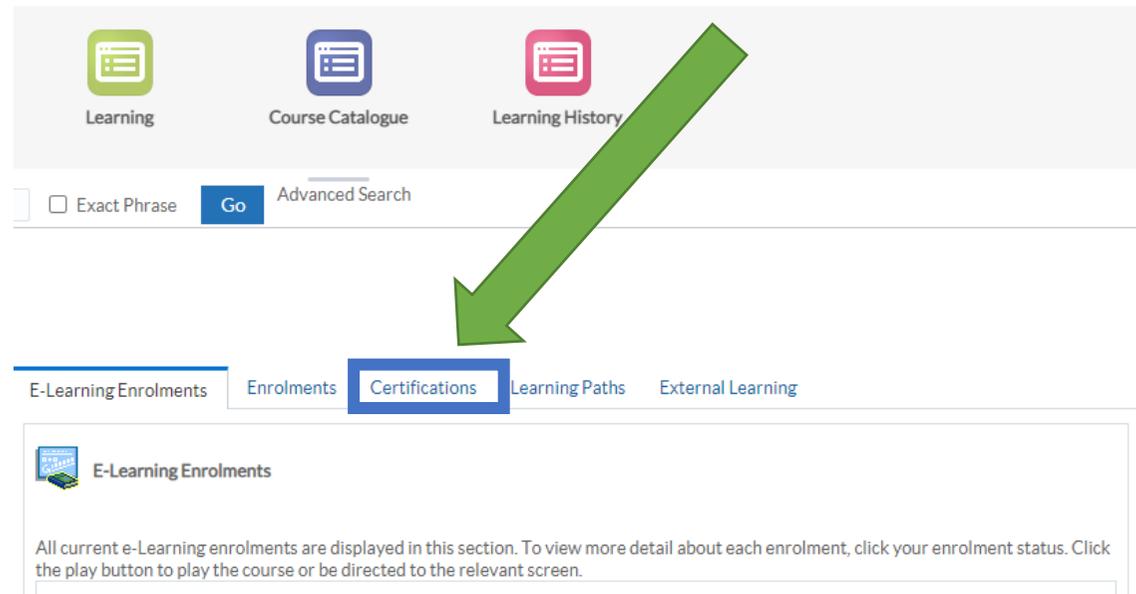
1. Click on Go to MyESR Portal.

The screenshot displays the ESR Hub interface. At the top, a blue navigation bar contains the following links: 'Manage subscription', 'ESR Education and Training', and 'Service Management'. Below the navigation bar, a grey banner states 'You are logged in to the ESR Hub'. On the right side, a blue box indicates 'You are logged in via : N3'. A notification box on the right contains the text: 'Notificati unavailab', 'Go to MyESR Portal', and 'Logout'. A green arrow points to the 'Go to MyESR Portal' link. 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.' At the bottom of the page, there are logos for 'Davelin' and 'ESR User', along with social media and app store icons for YouTube, the App Store, and Google Play. The main content area features a large blue banner with the NHS logo, the text 'Welcome to ESR', and an illustration of three people. A green circle on the left of the banner says 'DISCOVER YOUR ESR'.

2. Using the list on the left-hand side of the page, click the 'My Learning' button.



3. Locate the below table and using the cursor, click on the certification.



4. You will now see the below table. Find the training you need to renew your certification for.

E-Learning Enrolments Enrolments **Certifications** Learning Paths External Learning

 Certifications

If any Certification have expired then press the Renew button to allow the related course to be played.

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Certification Name ▲	Progress ▲	Certification Status ▲	Last Completed ▲	Renew Date ▲	Renew	Move to History	Unsubscribe	Play
389 Patient Safety Level 1 - Essentials for all staff	Expired	Subscribed						

5. Click the yellow briefcase button as seen below to unsubscribe from the course.

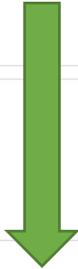
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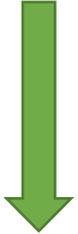
Certification Name ▲	Progress ▲	Certification Status ▲	Last Completed ▲	Renew Date ▲	Renew	Move to History	Unsubscribe	Play
389 Patient Safety Level 1 - Essentials for all staff	Expired	Subscribed						



6. You will then see the below. Click yes.

Confirmation

Are you sure you wish to unsubscribe from the certification 389 Patient Safety Level 1 - Essentials for all staff? Unsubscribing from a certification does not unenrol you from any classes.



No	Yes
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7. Then go back to MyESR Portal.



8. Follow the steps on the How to Play eLearning Module Guide.