



My ESR Quick Guide 3: Accessing eLearning

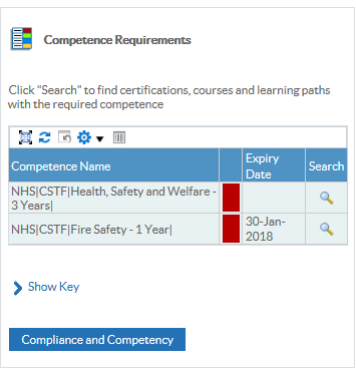
This guide will help you to access mandatory eLearning

What is My ESR?

Find Learning

1. Navigate and login to My ESR here:
<https://my.esr.nhs.uk>

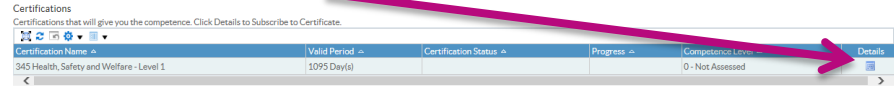
2. Select 'My Learning' from the list of options on the left of the site.



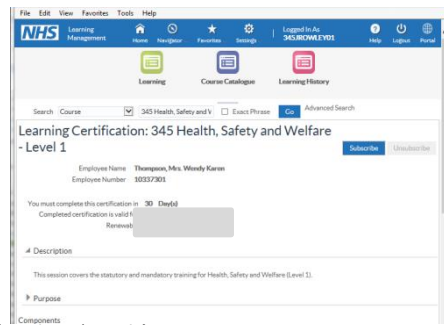
4. Select the spyglass in line with the training you want to complete.

Subscribe

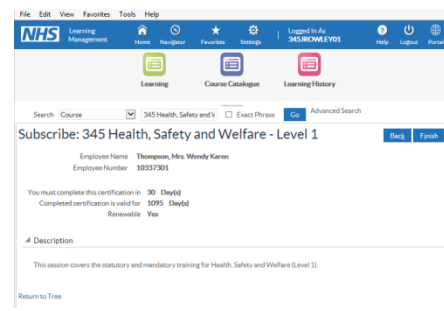
5. To complete e-Learning always look out for 'Certifications' and select details



6. Select 'Subscribe'.



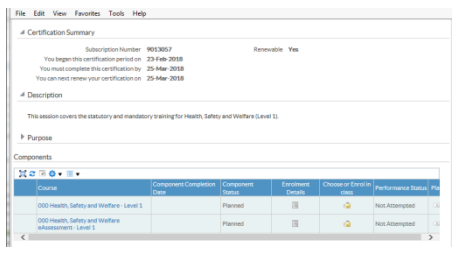
7. Select 'Finish'.



This means the system will remember and remind you when training is needed

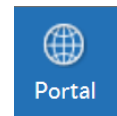
Enrol

8. Next you must enrol onto the training. To do this select the yellow briefcase icons. National eLearning can be identified by the 000 at the beginning of the Course title. National training will always have two elements which must be enrolled on to and completed.



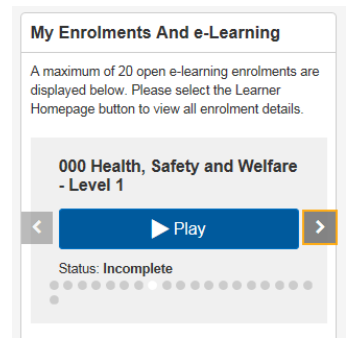
9. Select 'Apply' after selecting the yellow briefcase, and repeat the process if required.

10. Select the 'Portal' to return to the main screen.



Play

11. Back on the main Dashboard you will notice that your learning has popped up under My Enrolments and e-Learning.



12. Select 'Play' to open and begin the training.

13. Use the blue house icon to save progress. If you get through part of the learning and need to leave it, select this icon to save your position. Similarly, select the icon to **complete** the learning so that the information transfers to your records.

