



How to Access and Complete eLearning in ESR

- Login to ESR and go to the Portal page (where your payslip is)
- Select My Learning from the menu on the left hand side:

My Pages		
Dashboard		
Portal Content	>	
ESR Navigator		
My Personal Information	>	
My Pay & Rewards	>	
My Learning		
My Compliance & Competency		
My Absence	>	
My Appraisals and Reviews		
My Employment	>	
My Property Register		
My Talent Profile		
Manage Internet Access		

Best placed to *care*, the *best* place to *work*

• The course(s) is under E-Learning Enrolments, click on the Play button on the right hand side:



• Follow the instructions and complete the course, when you have finished, click on the Home icon in the top right corner to exit the course:



You will be taken back to your Learning page, and will see the results:
E-Learning Enrolments

All currente-Learning enrolments are displayed in this section. To view more detail about each enrolment, click your enrolment status. Click the play button to play the course or be directed to the relevant screen.											
•••	Rows 1 to 16								6		
	Course Name A	Status 🔨	ltem in	Enrolment Status 🔿	Completion Date 🔨	Score 🗠	Move to History	Unenrol	Evaluate	Play	
	278 Resuscitation Level 1	Passed		Completed	24-Mar-2022	83	í.	ŝ			^

- If you exit using a different button, it won't register as Completed, please open and exit using the correct button in the top right corner and it will register without having to re-complete.
- eLearning courses to complete on ESR are, if not previously completed:

Speak Up – core training for all workers	All staff to complete
Listen Up – training for all managers	All line managers to complete
Conflict Resolution Level 1	All staff to complete
Resuscitation Level 1	Non-clinical staff to complete
Patient Group Directions	Registered Clinicians to complete

Best placed to care, the best place to work