

## How to access ESR e-learning

This guide shows you how to access e-learning through ESR.

Please note: Core mandatory training e-learning is accessed via the virtual college website. If you need clarification contact the Learning & Development Team at [course.bookings@sssft.nhs.uk](mailto:course.bookings@sssft.nhs.uk) / 01785 221596

Log on to ESR via My ESR Portal

Go to the Learner Homepage either from the side menu bar or via 'My Enrolments and e-Learning'

The screenshot displays the ESR portal interface. On the left, a 'My Enrolments And e-Learning' panel shows a course titled '000 Dual Diagnosis' with a 'Play' button and a 'Learner Homepage' button highlighted with a purple box. On the right, a blue sidebar contains the NHS logo, 'Electronic Staff Record', 'My Role' with a 'My ESR' link, and a 'My Pages' menu. The 'My Learning' option in the 'My Pages' menu is highlighted with a purple box. Two purple arrows originate from the 'Learner Homepage' and 'My Learning' boxes, pointing towards the explanatory text below.

*NB: e-learning will only appear in the Portal once you have enrolled onto the course from the Learner Homepage*

When the learning page opens you can search for a course by typing a key word into the search box

The screenshot shows the 'Learning' page of the ESR portal. At the top, there are navigation tabs for 'Learning', 'Course Catalogue', and 'Learning History'. Below these are sub-tabs for 'Current Learning', 'Requested Learning', and 'Forums and Chats'. A search bar is located below the sub-tabs, with a purple box highlighting the input field. To the right of the search bar are options for 'Exact Phrase' and a 'Go' button. Below the search bar, there are sections for 'Announcements' (showing 47 new notifications) and 'Competence Requirements'. The main content area is titled 'E-Learning Enrolments' and contains a sub-section 'E-Learning Enrolments' with a brief description and a play button.

A list of courses available will appear. E-learning courses are preceded by 000. Click the briefcase icon to enrol

Course Name	Choose or Enrol in class	Course Code
000 e-SRH 11. Testing for Sexually Transmitted and Genital Infections		
000 e-ELCA 4.0 Symptom Management: Principles		
000 Sexual Health & HIV: Diagnostic Tests for Individual Infections		
000 Dual Diagnosis		
000 Disability Matters - What is disability?		

Then click apply

**Enrol: 000 Dual Diagnosis e-Learning**

Cancel Apply

Delivery Mode Online e-Learning  
 Course Name 000 Dual Diagnosis  
 Class Name 000 Dual Diagnosis e-Learning  
 Language English

The e-learning that you have enrolled on will be displayed in the e-learning enrolments section. Click play to access it

Confirmation  
You have successfully enrolled in the class 000 Dual Diagnosis e-Learning.

E-Learning Enrolments

All current e-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.

Course Name	Status	Item in	Enrolment Status	Completion Date	Score	Move to History	Unenroll	Evaluate	Play
000 Dual Diagnosis	Not Attempted		Confirmed						
000 Disability									

You can work through the e-learning at your own pace. To exit the e-learning course correctly please



click the home icon in the top right hand corner: This will ensure your record is updated and will save it if you have not yet completed it