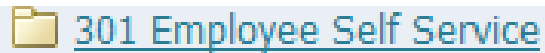


## How to add external training to your ESR record

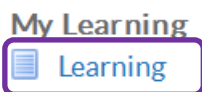
This quick guide shows you how to add training completed externally through ESR. Please note you must have followed the Learning Leave Process for Request and Approval before your learning leave will be available on ESR for you to update.

Logon - Insert your smart card into the reader on your keyboard. Open ESR from the link on your desktop.

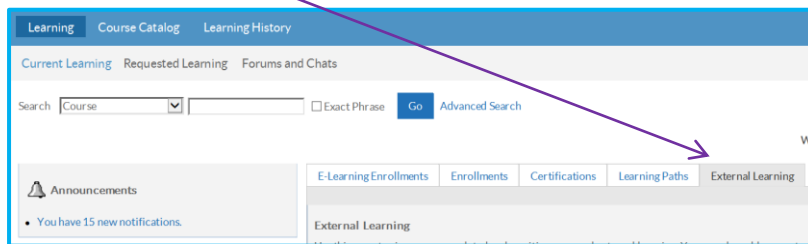
Go to the Employee Self Service section



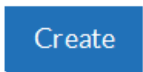
Click on Learning in the My Learning menu



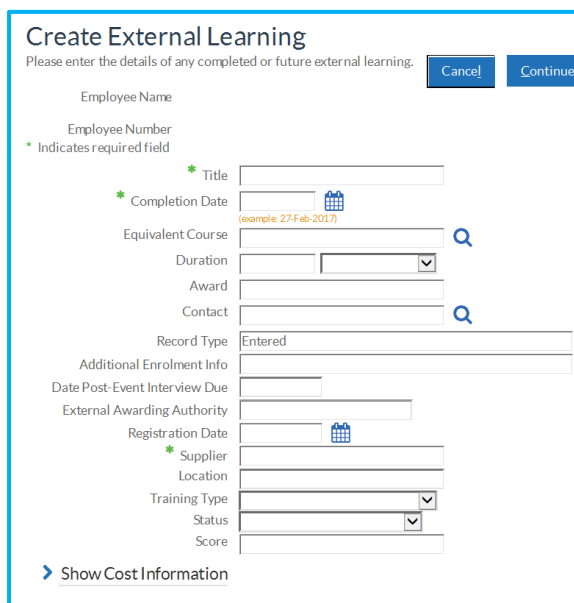
Go to the External Learning tab



Click on the create button



The below screen will then appear. Please add as much information as you have, the fields marked with an asterisk are mandatory. Once completed click continue.





**Create External Learning**  
Please enter the details of any completed or future external learning. Cancel Continue

Employee Name  
Employee Number

\* Indicates required field


\* Title

\* Completion Date    
(example: 27-Feb-2017)

Equivalent Course  

Duration

Award


Contact  

Record Type

Additional Enrolment Info

Date Post-Event Interview Due

External Awarding Authority

Registration Date  

\* Supplier

Location

Training Type

Status

Score

[Show Cost Information](#)

A review page will then show. Please check the information including your approver which should show as your manager. You also have the option to add additional information. Once happy click submit. The details will then be sent to your approver, once they confirm the training it will be added to your record.

### Learning: Review

Employee Name

Employee Number

Review your changes and, if needed, attach support documents. Indicates Changed Items

#### External Learning Review

Proposed
Title New External Learning
Supplier Test University
Training Type Course
Duration 1
Duration Unit Day(s)
Status Attended
Completion Date 06-Feb-2017

Additional Information

Attachments

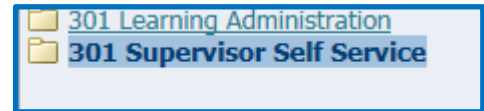
To help approvers understand the request, you can attach supporting documents, images, or links.

None

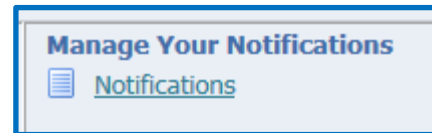
Approvers

**Actions for your Approver**

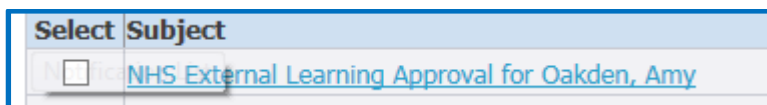
Your Manager will then receive a notification to confirm the change you have made. They will need to log onto ESR and Choose the Supervisor Self Service role:



Once in Supervisor Self Service they need to go to their notifications:



The notification of a change to your external learning record will be listed – click on this:



This will then open a screen which has more information about the change requested. Part of which looks like this:

	Current	Proposed
<b>Title</b>	ILM Level 3	ILM Level 3
<b>Supplier</b>	SSSFT	SSSFT
<b>Location</b>	Stafford ,Learning Centre	Stafford ,Learning Centre
<b>Training Type</b>	Course	Course
<b>Duration</b>	7	7
<b>Duration Unit</b>	Day(s)	Day(s)
<b>Status</b>	In Progress	Attended
<b>Completion Date</b>	04-Aug-2015	04-Aug-2015



Change Requested

To confirm this change is accepted your Manager needs to Click on the Approve Button in the top right hand of their screen – as per the screen shot below:

