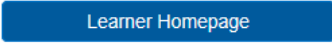# How to self enrol on classroom training via the ESR Portal

1. Launch ESR

2. From your ESR Portal dashboard either select **My Learning** on the left hand side column or click on **Learner Homepage** [Learner Homepage]. Both options will take you to the same Learning page.

3. Click into the blank search box (next to the 'course' box) & type **ruh%** and a key word from the course title you are looking for e.g. ruh%conflict for 427 RUH conflict resolution - classroom. Click **Go.**

4. The returned list of 427 RUH programmes will include classroom, elearning and eAssessment training. Next to the classroom option select '**Enrol in class'** to see a list of available dates and times.

5. Click '**Enrol'** next to your chosen class, followed by **'Apply'**.

6. To view your classroom booking, click the '**Enrolments'** tab.

7. To add bookings to your outlook calendar, scrolling across and select '**Add to Outlook'** then clicking '**SAVE'**, then '**OPEN'** in the pop up box, followed by '**Save & Close'**.

8. To cancel your booking select **'Unenrol'.** You must select a '**Reason'** from the drop down list and click **'Finish'.** Your cancelled booking will disappear from your enrolments tab. **Please Note**: cancelled bookings will not automatically disappear from your outlook calendar. You will need to go into your outlook calendar and delete them manually.

For further support please contact the Education Centre on ext 5502 or email ruh.tr-education-centre@nhs.net