

What is ESR?

The Electronic Staff Record (ESR) is a National NHS IT system and is used across HR and Payroll as well as providing a platform for staff to complete their mandatory training mainly by eLearning and eAssessments.

Should I complete the eLearning or the eAssessment programmes?

We recommend that **new staff** complete our **local eLearning** training programmes e.g. **427 RUH Fire Safety eLearning**. Attempts at completion are unlimited.

We recommend that our **existing staff** complete our **local eAssessment** training programmes e.g. **427 Fire Safety eAssessment**. You are limited to three attempts at completion. Taking a break during the test will count as an attempt. Factsheets are available within each module to help refresh your memory.

What do I need to get started?

Access to a **Trust PC**. Contact the IT service desk on 01225 82 5444 if you do not already have details of your **network username and password** to log into a **Trust PC**.

Details of your **ESR username and password**. Please refer to **Section 2 of this leaflet**.

A working **smartcard and passcode**.

What do I need to do to update my mandatory training?

Log into a **Trust PC** using your **network username and password**.

Log into ESR. Refer to **Sections 1 & 2** of this leaflet.

Check your **STAR** record under the **Local Links** section in ESR. Your STAR record shows your individual mandatory training requirements and compliance record.

Search for, and enrol onto these training programmes via ESR. Refer to **Sections 3 & 4** of this leaflet.

Important: if you are accessing ESR from outside of the Trust please check that your PC has the relevant software. Type **<https://my.esr.nhs.uk/>** into your **Internet Explorer 11** web browser. Run the PC software checker tool:
<https://www.ruh.nhs.uk/Training/pccheck/pccheck.html>

Only if all indicators are green will you be able to continue. Enter your **ESR username and password**. Complete your mandatory training as normal.

Please note we are unable to provide technical support if you complete you're training outside of the Trust.

Electronic Staff Record (ESR) eLearning Guidance

eLearning support is also available in the Academy Library (Building E7), Monday to Friday (8am – 4pm).





1. How do I log into ESR?

- Log into a Trust computer using your **network username and password**.
- **If you are using a smartcard:** insert your smartcard into your card reader and enter your smartcard passcode when prompted.
- Double click the **ESR icon** on your computer desktop. From the intranet page click **Launch ESR**. Follow the prompts to minimise the Smartcard Monitor window. For all security warnings, tick the box and click run or allow.

If you do not have a smartcard refer to Section 2 of this leaflet.

2. How do I access ESR without a Smartcard?

To set up remote access you will need to retrieve details of your **ESR Username and Password**. From a home or Trust computer and using **Internet Explorer 11** type **<https://my.esr.nhs.uk>** into your web browser.

Click **Login to ESR**. Click **Forgotten/Request Username/Password/Unlock Account**.

Enter details of your NHS mail address and DOB. Click **Submit**. The above process will generate a Production Workflow mailer email which will be sent to your NHS mail box. The email will contain your ESR username and include a **reset your password link** to enable you to set up your ESR password.

3. How do I search for and enrol onto training programmes in ESR? (eLearning and eAssessment)

- Log into ESR.
- From the **My eLearning portlet**, click **Learner Homepage**.
- From the eLearning Enrolments page click into the **blank** search box.
- Type **ruh%** and a keyword from the course title you are looking for e.g. **ruh%dementia** for 427 Dementia eLearning. Click **Go**.
- From the returned list click **choose or enrol in class**. Click **apply**.



Click the **reset your password link** and enter your ESR Username and ***password** into the **Update Password** form and click Confirm Password. You are now logged into ESR.

***Important:** password criteria: no less than 8 characters, inc. a number, no repetitive or collative text, e.g. Moon/123/abc)

Now that you have your **ESR 427 username and password**, next time you need to log back in to ESR, type this link: **<https://my.esr.nhs.uk/>** into **your Internet Explorer web browser**.

Enter your **ESR 427 username and password** into the boxes and click "Login via Username Password".

4. How do I complete the training? (eLearning and eAssessment)

- Log into ESR. From the **My eLearning** section, click **Learner Homepage**.
- Click the **play** button next to the title of the training programme you have enrolled onto.
- For all security warnings, tick the box and click **run or allow**.
- Follow the prompts to load, progress and complete the training.
- From the **'congratulations you have passed the course'** page you must click on the  **home icon** in the top right corner of your computer screen to **save** your result. **STAR will not update if you don't exit via the  icon even if you print a certificate.**

For further information:

t. 01225 82 5902

m. 07551 402337

e. ruh-tr.elearningsupport@nhs.net

For technical support:

IT Service Desk:

t. 01225 82 5444.

e. ruh-tr.itservicedesk@nhs.net