

What is ESR?

The Electronic Staff Record (ESR) is a National NHS IT system and is used across HR and Payroll and provides a learning 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**.

A **smartcard and passcode**.

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

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 Chrome or MS Edge 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 outside of the Trust unless you are using a Trust computer/laptop.

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 type this link: <https://my.esr.nhs.uk> into your web browser. (MS Edge, Chrome)

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

Enter details of your NHS mail address and your date of birth. Click **Submit**. The above process will generate a Production Workflow email which will be sent to your NHS mail box. The email will contain your **ESR Username (427.....)** 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** (password criteria: no less than 8 characters, inc. a letter, a number, no repetitive or collative text, e.g. Moon/123/abc) into the **Update Password** form. Click **Confirm Password**. You are now logged into ESR.

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 web browser (Chrome, MS Edge).

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 825902

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