

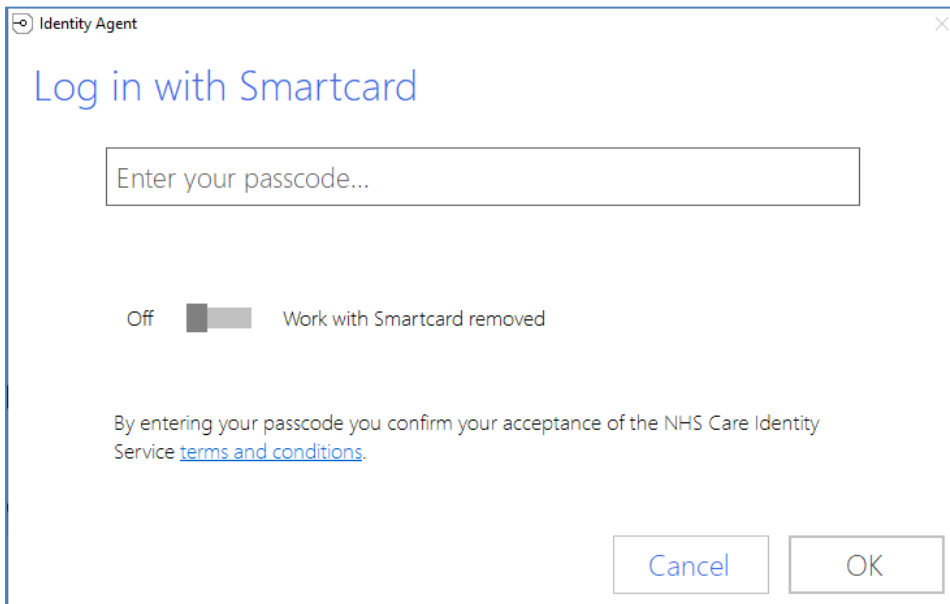
# How to book Statutory/Mandatory Training Using ESR Self Service

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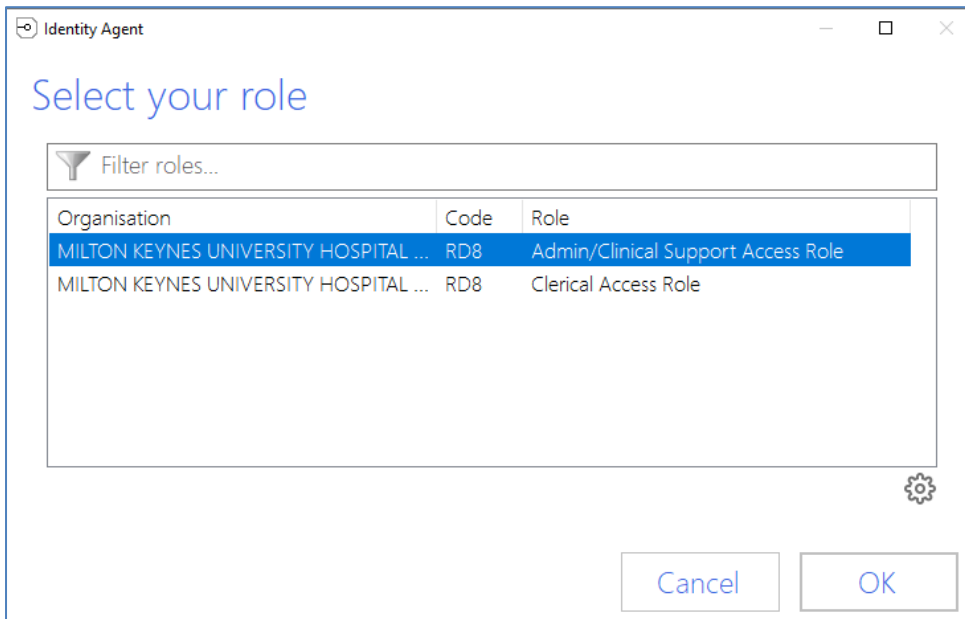
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# 1. How to log into ESR Self Service

Place your smart card into the reader, enter your passcode and click on OK



Next select your role and click on OK



Next click the icon on the PC desk top



Click on **Log in via Smartcard**

**NHS** Electronic Staff Record  
NHS Electronic Staff Record

## NHS Electronic Staff Record

**Log in with your credentials**

Fields with an asterisk (\*) are required fields

Username\*

(Example: 999JSMITH01)

Password\*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

**Log in via Username Password**

**Log in with your Smartcard**

Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

**Log in via Smartcard**

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)

The ESR Portal page will open

**NHS** Electronic Staff Record  
Milton Keynes University Hospital NHS Foundation Trust

Search

Manage Internet Access

**My Role**

My ESR

My Pages

Dashboard

Portal Content

ESR Navigator

My Personal Information

My Pay & Rewards

My Learning

My Compliance & Competency

My Absence

My Employment

My Property Register

My Talent Profile

Manage Internet Access

### Announcements

**Notification of Planned Maintenance - April 2019**  
Your ESR will be unavailable over the following weekends:  
April: 6/7 and 26/27.  
We appreciate the inconvenience this may cause, however this is to ensure essential legislative changes, pay related updates and new functionality are applied to ESR.

**My Personal Information**

Update My Personal Information

### My Total Reward Statements

Tax year: 2017-2018

**NHS**

Total Reward Statements

View My TRS

### My ESR Calendar

**Monday April 8, 2019**

Information: You have no upcoming events in the next 7 days.

View My Calendar

### My Compliance

Assignments: All - Assignments

Percentage Compliance: 87%

View My Compliance

### Local Links

Information: No Local Links have been defined by your organisation. Please contact your System Administrator.

### My Payscale and P60

11324550 - Mandatory Training Manager

Pay date: 28-Mar-2019

P60: 2017/2018

Go Paperless

View My Payscales

View My P60s

### My Favourites

Competence Requirements (430 Career Management)

View Entry & Maintain (Profile)

Learning Administration (430 Learning Administration)

Learning Record (430 Learning Administration)

Update My Favourites

### My e-Learning

Information: You currently do not have active e-Learning classes to play

Learn More

### Twitter

Configure your Twitter settings to see your Feed here.

### Professional Registrations

Information: The report cannot be displayed at this time. Please try again later.

## 2. How to access your record

Click **View My Compliance** from the ESR Portal page

**My Compliance**

Assignments:

All - Assignments

Percentage Compliance: 87%

**View My Compliance**

This page shows you all the competencies you are required to complete in **Green, Amber** or **Red**. Any competencies that you have gained that either we no longer use or are not required for your role are in **Blue**.

Competence Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning
430(MAND)Health Record - Once only				No Expiry	Blue	
430(MAND)Infection Control for Non Direct-Care Providers - Once only				No Expiry	Blue	
NHSCSTF(Dementia awareness - No Specified Renewal)	0 - Not Assessed			No Expiry	Blue	
NHSCSTF(Equality, Diversity and Human Rights - 3 Years)	0 - Not Assessed		Y	04-Dec-2020	Green	
NHSCSTF(Fire Safety - 2 Years)	1 - Assessed		Y	04-Dec-2019	Green	
NHSCSTF(Health, Safety and Welfare - 3 Years)	1 - Assessed		Y	19-Dec-2019	Green	
NHSCSTF(Infection Prevention and Control - Level 1 - 3 Years)	1 - Assessed		Y	21-Dec-2019	Green	
NHSCSTF(Infection Prevention and Control - Level 1 - No Specified Renewal)	1 - Assessed			No Expiry	Blue	
NHSCSTF(Information Governance and Data Security - 1 Year)	1 - Assessed		Y	24-Dec-2019	Green	
NHSCSTF(Moving and Handling - Level 1 - 3 Years)	1 - Assessed		Y	04-Dec-2020	Green	

The **Blue** competencies can be removed by ticking the **Required Competencies Only** box and clicking the **Go** button

11334550 - Mandatory Training Manager  **Go** Compliance Percentage 87.5%

Required Competencies Only

**TIP** To view required competencies only, tick the checkbox and press Go

If you have more than one assignment/job role you can select which one you want to view by using the drop down arrow and clicking **Go**

Compliance **All Competencies** Awaiting Approval

**TIP** To view compliance for any additional assignments, select assignment from drop down and press Go

11334550 - Mandatory Training Manager  **Go** Compliance Percentage 87.5%

### 3. What do I need to complete

By following the steps above you will now have a list of the competencies/courses that are required for your role

Green = compliant

Amber = 3 months until expiry

Red = expired

Required Competencies Only  
 TIP To view required competencies only, tick the checkbox and press Go

Export Printable Page

Details/Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning
> NHS(CSTF)Equality, Diversity and Human Rights - 3 Years	0 - Not Assessed		Y	04-Dec-2020	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Fire Safety - 2 Years	1 - Assessed		Y	04-Dec-2019	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Health, Safety and Welfare - 3 Years	1 - Assessed		Y	19-Dec-2019	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Infection Prevention and Control - Level 1 - 3 Years	1 - Assessed		Y	21-Dec-2019	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Information Governance and Data Security - 1 Year	1 - Assessed		Y	24-Dec-2019	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Moving and Handling - Level 1 - 3 Years	1 - Assessed		Y	04-Dec-2020	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Safeguarding Adults - Level 1 - 3 Years	1 - Assessed		Y	04-Dec-2020	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Safeguarding Children - Level 1 - 3 Years	1 - Assessed		Y	29-Dec-2016	<span style="background-color: red; color: red;">■</span>	

We recommend booking onto courses/complete workbooks or e-learning as soon as the status changes to Amber to ensure that you do not expire.

### 4. How do I book into a classroom session

Click on the magnifying glass icon for the competency/course that you would like to book.

Required Competencies Only  
 TIP To view required competencies only, tick the checkbox and press Go

Export Printable Page

Details/Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning
> NHS(CSTF)Equality, Diversity and Human Rights - 3 Years	0 - Not Assessed		Y	04-Dec-2020	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Fire Safety - 2 Years	1 - Assessed		Y	04-Dec-2019	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Health, Safety and Welfare - 3 Years	1 - Assessed		Y	19-Dec-2019	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Infection Prevention and Control - Level 1 - 3 Years	1 - Assessed		Y	21-Dec-2019	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Information Governance and Data Security - 1 Year	1 - Assessed		Y	24-Dec-2019	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Moving and Handling - Level 1 - 3 Years	1 - Assessed		Y	04-Dec-2020	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Safeguarding Adults - Level 1 - 3 Years	1 - Assessed		Y	04-Dec-2020	<span style="background-color: green; color: green;">■</span>	
> NHS(CSTF)Safeguarding Children - Level 1 - 3 Years	1 - Assessed		Y	29-Dec-2016	<span style="background-color: red; color: red;">■</span>	

Under **Courses**, click on the icon for **Offering Details**

Certifications  
 Certifications that will give you the competence. Click Details to Subscribe to Certificates.

Certification Name	Valid Period	Certification Status	Progress	Competence Level	Details
430 Certification Safeguarding Adults Level 1 - e-learning	1095 Day(s)	Subscribed	0%	1 - Assessed	
430 Certification Safeguarding Adults Level 2 - e-learning	1095 Day(s)			1 - Assessed	

Courses  
 Courses that will give you the competence. Click Details to see classes available for the offering. The Class Details button will only be enabled where there is a single class available for enrolment.

Course Name	Offering Name	Delivery Mode	Enrolled on a Class	Competence Level	Offering Details
430 Safeguarding Adults Level 1 & 2 - Classroom	430 Safeguarding Adults Level 1 & 2 - Classroom	Classroom	No	0 - Not Assessed	

Decide which date and time you would like to attend from the selection on offer and click on the **Enrol** icon

Classes

Filter by Name  Go

Class Name	Info	Location	Training Center	Start Date	Start Time	Time Zone	Duration	Class Status	Enrolment Status	Enrol
430 Safeguarding Adults 08-Jul-2019		430 Milton Keynes University Hospital NHS Foundation Trust	Milton Keynes University Hospital - Training	08-Jul-2019	15:15	GMT	75 Minute(s)	Normal	Not Enrolled	
430 Safeguarding Adults 13-Aug-2019		430 Milton Keynes University Hospital NHS Foundation Trust	Milton Keynes University Hospital - Training	13-Aug-2019	09:00	GMT	75 Minute(s)	Normal	Not Enrolled	
430 Safeguarding Adults 13-Sep-2019		430 Milton Keynes University Hospital NHS Foundation Trust	Milton Keynes University Hospital - Training	13-Sep-2019	15:15	GMT	75 Minute(s)	Normal	Not Enrolled	

Click on **Apply** to confirm the booking



Enrol: 430 Safeguarding Adults 13-Aug-2019

[Show Key Notation](#)

Class Summary

Delivery Mode Classroom

Course Name 430 Safeguarding Adults Level 1 & 2 - Classroom

Class Name 430 Safeguarding Adults 13-Aug-2019

Start Date 13-Aug-2019 09:00

End Date 13-Aug-2019 10:15

Time Zone GMT

Training Center Milton Keynes University Hospital - Training

Location 430 Milton Keynes University Hospital NHS Foundation Trust

Language English (United Kingdom)

[Cancel](#) [Apply](#)

You will then receive an e-mail and the following message if your booking has been successful

**Confirmation**

You have successfully enrolled in the class 430 Safeguarding Adults 13-Aug-2019.

If you receive the message below you have **not** been successful in enrolling as the class is full. The message will ask you if you still want to enrol in the class. If you select **Yes** to this question and a place becomes available, you will be automatically enrolled and notified by e-mail. If you click **No** you will need to select another date.

**Information**

**This class is full. Should a place become available you will be enrolled and notified, subject to any approvals.**

Do you still want to enrol in this class?

[No](#) [Yes](#)

To view your compliance/course classroom bookings click on the **Enrolments** tab on the **Learner Homepage**

E-Learning Enrolments

[Enrolments](#) [Certifications](#) [Learning Paths](#) [External Learning](#)

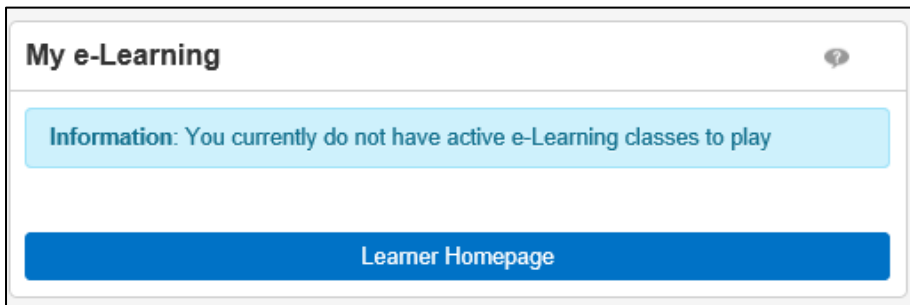
Enrolments

Enrolments include all current enrolments, including those in classes that are part of a learning certification or learning path.

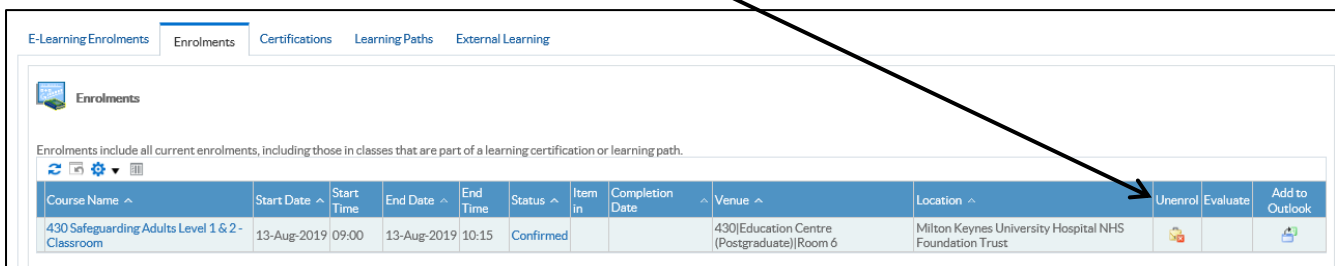
Course Name ^	Start Date ^	Start Time	End Date ^	End Time	Status ^	Item in	Completion Date ^	Venue ^	Location ^	Unenrol	Evaluate	Add to Outlook
430 Safeguarding Adults Level 1 & 2 - Classroom	13-Aug-2019	09:00	13-Aug-2019	10:15	Confirmed			430 Education Centre (Postgraduate) Room 6	Milton Keynes University Hospital NHS Foundation Trust			

## 5. How to cancel a booking

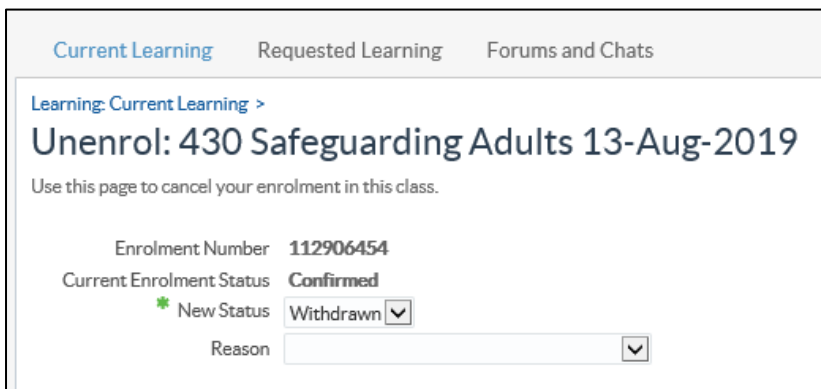
From the main **ESR Portal** page click on the **Learner Homepage** button



Select the **Enrollments** tab then click on the **Unenrol** icon



Select a reason for cancelling from the drop down box and click on **Finish**



Current Learning Requested Learning Forums and Chats

Learning: Current Learning >

### Unenrol: 430 Safeguarding Adults 13-Aug-2019

Use this page to cancel your enrolment in this class.

Enrolment Number **112906454**

Current Enrolment Status **Confirmed**

New Status **Withdrawn** ▼

Reason

For additional information or support please contact the  
Mandatory Training Team on ext 85080 or e-mail  
mandatory\_training@mkuh.nhs.uk