How to book
Statutory/Mandatory Training
Using ESR Self Service
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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

The ESR Portal page will open
2. How to access your record

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

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**.

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

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**.
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

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.

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

Decide which date and time you would like to attend from the selection on offer and click on the **Enrol** icon.
Click on **Apply** to confirm the booking

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?

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

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