



Applicant Dashboard

| Learn | ing Enrolments Incoh | ning | | | |
|-----------|---|------|----|--|--|
| a li curr | E-Learning Enrolments ent e-Learning enrolments are displayed, at this service. To view more detail about each | | | | |
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Applicant Dashboard Access

To access the dashboard please follow the link below:

Home - ESR Hub - NHS Electronic Staff Record

To log into ESR select the Login to ESR button in the top right:

| Electro | nic Staff Recor | rd | | Search o | ontent | | Q Business Services Auth | 15 hority |
|---------|------------------------------|----------------------------|--------------------|-----------------|-----------------|--|---|--------------|
| Home | About ESR ¥ | Looking for help? | ESR Central Team • | Notifications • | NHS8SA Workford | e Services 🕶 | 🛔 Login to 8 | ESR |
| | Join a r | member event | to 🚺 | (| NHS | Notification of unavailability | ESR | |
| | unders NHS Pe | tand more abo ension | but your | | | ESR will be unavaila Friday 29 July until Sunday 31 July 202 maintenance. | able from 6 pm on 11.59 pm on 2 for essential | |
| | or NHS Pensi book a place | ons twitter Onits, pension | to more info or to | | | 100-FII | <u>_</u> | |
| | | | . Yes | | | Payslip Availability | ESR User Manual | |
| | | | У 👜 | App Store | Google Play | | | |

Here you will need to enter your personal email address in the username field and then select Forgotten | Request Username/ Password | Unlock Account

| Log in with | your credentials | |
|-------------------|--|--|
| Fields with an as | terisk (*) are required fields | |
| Username* | I | |
| | (Example: 999JSMITH01) | |
| Password* | | |
| Forgotten Re | quest Username/Password Unlock Account | |
| | | |

You will be sent a link to reset your password. Once you have reset the password return to this page and you will be able to log into your ESR Applicant Dashboard. Once your password has been reset you must log in via your Username as your personal email address will no longer work. Once logged in you will see the page below:

| NHS December Date Record | | | Search Content | | Q. | Cymraegelrogiad y 🗛 🍋 | A Robust Derrig + |
|----------------------------------|------------------------------|-------------|--------------------------------|-----------------|---------|--|--|
| Come Incompany register and push | Applant | | | | | | |
| My Pages | Announcements | | | | 0 | My Apolicant Details | |
| Portal Content | | | Business | Services Autho | ity ity | Name: Richard Danig | |
| My Personal Information > | Tell Us What Y | You Thin | k of Car | 0 | | New Stater Details My Equality and Diversity View Details | |
| | | | | | | Please expand to review your datals. If these datals Contine button otherwise select Update My inform datals. Confirm | ere correct, click the altor' to amend your |
| | | | | | | Update My Information | |
| | My e-Learning | 0 | My Applicant Checklist | | 0 | Site Map | |
| | Drow mandatory learning only | | Applicant Number: 10742340 | | σ | | |
| | 000 Data Security Awarene | ess Level 1 | Projected Hire Date 27/06/3022 | | | | |
| | N Rev | | Action Terms | Status | | | |
| | | | e-barning Completed | Not Started | 0 | | |
| | Status Net Attempted | , | Oroked Percent Internation | In Progress | 0 | | |
| | | | Pre-employment Checks | In Progress | 0 | | |
| | | | | All and Descent | | | |

You will be able to review your application details as well as reviewing your applicant Checklist. You will also be able to start your Mandatory training. This can be found under the My Compliance section

| | | 0 | | | |
|-------------------------------|---|---|---|-------------------------------------|----|
| NHS Interest Staff Record | | | | | |
| male Linconstruct helped a N | | My ISR Recruitment HR Learning | | | |
| My Pages Dathboard | | Announcements | | | |
| Portal Content | > | | | | 9 |
| ESR Navigator | | Save whereve | r you shop 🛛 💙 | di Alla R | -(|
| My Resonal Information | • | From saving at the supermarket to bringing adjoess a wide range of discounted eCirt rotations | down your stillty bills, don't wait to eards from the nation's leading | on everyday essentials | s |
| My Rey & Revards | 2 | Visit uthbenefits.v | livup.co.uk | | - |
| My Learning | | Wup Hillin | | | |
| My Compliance & Competency | | | | | |
| | | My Compliance | My e-Learning | | |
| try Addence | | Assignments: | Show mandatory le | aming only 💶 💽 | |
| My Appraisals and Reviews | | All - Assignments | • | | |
| My Employment | > | | | 000 Data Security Awareness Level 1 | _ |
| My Property Register | - | | | ►Ray | |
| My Talent Profile | | My ESR Calendar | • · · · · · · · · · · · · · · · · · · · | Status: Passed | |
| Manage Informat Britage | | Tuesday May 28, 2024 | | | |
| Contract of the second | | Information: You have no upcoming events in the next 7 days. | | | |
| | | | | Learner Homepage | |
| | | View Mr. Calendar | | | |

To start the e-Learning process select the down arrow (shown by the red arrow above)

This will reveal a list of courses:

| Assignments: | | |
|---------------------------------|-----|--------|
| All - Assignments | | \$ |
| Percentage Compliance: 0% | | |
| | | |
| Competency Name | ø | Status |
| 🔿 Anaphylaxis - 1 Year | | 0 |
| O Blood Transfusion - 2 Years | | 0 |
| O Conflict Resolution - 3 years | | 0 |
| O Dementia Awareness - 3 Years | | 0 |
| O Duty of Candour - 3 Years | | 0 |
| ► Play | Vie | NA/ |
| | | |

Select the course you would like to complete, and then press the search button:

| Assignments: | | | |
|----------------------------------|-------------|-----------|---|
| All - Assignments | | \$ | |
| Percentage Compliance: 0% | | | |
| | | > | |
| Competency Name | ø | Status | |
| O End of Life Care - 1 year | | 0 | |
| Equality, Diversity and Human F | lights | 0 | |
| O Fire Evacuation - 3 Years | | 0 | |
| O Fire Local Procedures - 1 Year | | 0 | |
| O Fire Safety - 1 Year | | 0 | |
| Play | Viet 4 5 | w 6 7 | + |
| | | | |

This will be you to the course detail page shown below, next you will need to select the details tab:

| = MHS Larve Haugement | | | | Real Accession 1 line | |
|--|------------------------------------|---------------------|---------------------|-----------------------|-----------------|
| | Lauring | Course Catalogue | g)*Batery | Ŀ. | |
| CurrencLearning Requested Learning Forums and Chars | <u>^</u> | | | | |
| Comprises Name MHSMMN0(Squality, Diversity and Human Rights - 3 Years) Local Any | | | | | |
| Centifications Centifications that will give your the competence. Child Datalis to Sebartiles to Centificate. | | | | | |
| Cartification Name + | VeldPetod + | Conflication Status | • Poper • | Corpetens Level + | Details Renew |
| Jonana Dar el Ejen vezeñe sonalen an de la Social Denala to se clanes a solubile ha the offering. Ne Chall Octato batter will en le en elle a siner invez invez i a single class available far anothere i se Nere note: Nere note: Nere note: | Delhers Mode | Encolectoria Casa | Competience Lored | | Oflaring Databa |
| Learning-Pade Learning Paths that will give you the competence. Chill Details to Subsortie to Learning Path | | | | | |
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| Ration to Learner Horse Page | | | | | |
| SportpH (s) 1998, 2020, Cracte and/or to efficience All rights reserved. | | | | | |
| | | Second Mark | | | |

Then Subscribe to the course:

| NHS toring Mangament | | | | n 📩 🖈 | Compart In Au 2017R04880000 | <u>ی</u> |
|---|--|---------------------------|---|--|---|------------|
| Currentinering Requested Learning Forum and Oaes | Larring A | Course Calalogue | Learning Mintery | | | |
| earch Course + | 2070 Equality Diversity (| | C EastPrice | Ger | Advanced Search | |
| Learning Certification: 357 E Equality, Diversit You multioned to antification in 365 Dealed Completed outfort and the 1996 Dealed Remeatine Yes | ty & Human Rights e-learr | ning - ULH Core | • | | Schoolde U | headeorthe |
| A Initial Subscription Commerces | | | | | 8 | |
| This performance enables shall be associated and Tapatitis & Diversity update via e haven Namer Solater, You can benchal place, of Description | ng. If the Subscribe' bullets is growed out, you are a | inadvoldor/bed.Raturn/trv | tur Learning page by chicking the Turan | ning Tablabove, go to vivor Contributions be | t ((in dimenti)), then find the topic in the list an | 600.94 |
| E-harring amediacal staff. | | | | | | |
| Objectives | | | | | | |
| Purpose | | | | | | |
| Components | | | | | | |
| | | | | | | |
| Course None 2014 Equation & Council or Internet (CERTIFIC 47 dou/1000/1800) | | | | Countries | 1904 n. | |
| Conprendes | | | | | | |
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| Provide the second s | | | | | | |

Then Finish:



Finally, you will need to select Enrol:

| = MHS Lauring Management | | | | î . Nati | \star ta | End in As 3578DENRIGOS | 9 (Ú 🗐 Mip Ligens Port |
|---|--|---------------------------|-----------------------|-------------|---------------------------------|------------------------|---------------------------|
| | Laureing | Course Catalogue | Learning History | | | | |
| Current Learning Requested Learning Forums and Chaes | _ | | | | | | |
| Learning Current Learning + Subscribe + | | | | | | | |
| Confirmation The have subsorbed successfully. The have not set the closest fully. The construction of the closest fully. The construction of the closest fully. | | | | | | | h |
| | | | | | | | Ų |
| | | | | | | Skip (molenar | Laarner Home |
| Certification Information Hote | Mandatory Courses | | | | | | Hide |
| Visu-legan this certification period on: 27-June 2022 Visu-maint complete this certification typ: 27-June 2023 Visu-can-review your certification again: 27-June 2023 Subscription Number: 32899998 Remeable: Yes | All courses in this section are mandatory. Select one class for each course below to enrol in, 357 E Equality & Diversity e-in | wring (CERTIFICATION REQ. | JAREDA | | | | |
| Description | | | | | | | |
| Crigordiver: Crigordiver: To apdate staff with the required core knowledge relating to Equality, Diversity and Human Rights, | Select Class STE Equality & Diversity * | 10 N | n Language English | Location | Class Start Cute 01-Dec-2013 | 0 40 | |
| Delivered Competancies | | | | | | | Ford |
| Competency Competency NetSCATF Equation: Diversity and Human Rights - 3 Years) 1 - Assessed NetSCARRD(Equation: Diversity and Human Rights - 3 Years) | | | | | | | |
| | | | | | | | |

You will then be able to play the training by selecting the Play button:

| arring Current Learning > Subscribe > | | | | |
|--|---|---------------------|------------------------|------|
| Confirmation You are enrolled in all the selected classes of the certification 3571 Equality, Diversity | ty & Human Rights + Isaming-UUI Cons. | | | |
| earning Certification: 357 E Equality, Diver- | ity & Human Rights e-learning - ULH Core | | | |
| | | | a Learner Home | Back |
| Orounave until 27-3/H-3023 to take this contribution. | | | - Select an Action - ¥ | 60 |
| Certification Information How | Mandatory Courses | | | Hoe |
| You began this certification period on: 27-Jan-2022 You must complete this certification by: 27-Jan-2023 You can renew your certification again: 27-Jan-2023 | All courses in this section are mandatary. You have completed it out of 1 courses in this section. | | | |
| Renewable Yes | Course + | Course start date - | Choose class/Two | |
| Description: E-learning aimed at all staff. | 257 E Equality & Diversity e-learning (CERTIFICATION REQUIRED) | 05-Dec-2013 | - F 🗲 | |
| Objectives: To applicite staff with the required core knowledge relating to Equality, Diversity and Human Rights. | | | | |
| elivered Competancies | | | | |
| impelancy Proficiency Level | | | | |
| HS/CSTF/Equality, Drvenity and Human Rights - 3 Years (2) 1 - Assessed HS/MAHD(Equality, Drvenity and Human Rights - 3 Years (2) | | | | |
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Closing Down e-Learning

Once your e-Learning package has been completed, it is important to follow the correct closing instructions so that ESR can register the completion of your training.

Many packages will have more than one section attached to the training package.

When there are outstanding, sections left to complete the course title will show as a half-filled blue circle:



You will need to ensure that the second piece of training if completed following the instructions included in the training programme.

Once you have done all the relevant sections are complete there will be a full blue circle against the course title:



Once this is showing you will have completed all the training and be able to shut this down following the exiting instructions.

Some training once completed will only need to be closed down using the 🔔 at the top right of the screen.

However for others you will need to follow the exit instructions shown below:



Then clicking on the home button

| 357 E Fraud Awareness | Help | | 1 | ł | | | | | |
|-----------------------|---|--|---|---|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | The content has ended. You may close this window. | | | | | | | | |

This will then bring you back to your learner home page.

Please contact ELOD@ulh.nhs.uk if you require further assistance

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