



OUTSTANDING CARE
personally DELIVERED



**United Lincolnshire
Hospitals**
NHS Trust

Applicant Dashboard

Exact Phrase Go Advan

E-Learning Enrolments | Enrolments | External Learning

E-Learning Enrolments

All current e-Learning enrolments are displayed in this section. To view more detail about each enrolment, click your enrolment status. Click the play button to play the course or be

Course Name	Status	Item in	Enrolment Status	Completion Date	Score	Move Hist
357 E Manual Handling Inanimate Loads e-learning (CERTIFICATION REQUIRED)	Completed		Completed	25-Apr-2022		
357 E Display Screen Equipment (DSE) e-learning (CERTIFICATION REQUIRED)	Completed		Completed	20-Apr-2022		
000 Data Security Awareness Level 1	Passed		Completed	27-Mar-2023		
357 E Health & Safety Declaration e Learning (CERTIFICATION REQUIRED)	Passed		Completed	31-Aug-2022		
357 E Equality & Diversity e-learning (CERTIFICATION REQUIRED)	Passed		Completed	20-Apr-2022		
357 E Major Incident Awareness (CERTIFICATION REQUIRED)	Passed		Completed	27-Mar-2023		
357 E Health and Safety (CERTIFICATION REQUIRED)	Passed		Completed	25-Apr-2022		
357 E Local Fire Procedures Declaration (CERTIFICATION REQUIRED)	Not Attempted		Completed			
357 E Fraud Awareness e-learning (CERTIFICATION REQUIRED)	Passed		Completed	25-Apr-2022		
357 E Learning Disability & Autism Tier 1 e Learning (CERTIFICATION REQUIRED)	Passed		Completed	21-Apr-2022		

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:



Here you will need to enter your personal email address in the username field and then select [Forgotten I Request Username/ Password I Unlock Account](#)

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

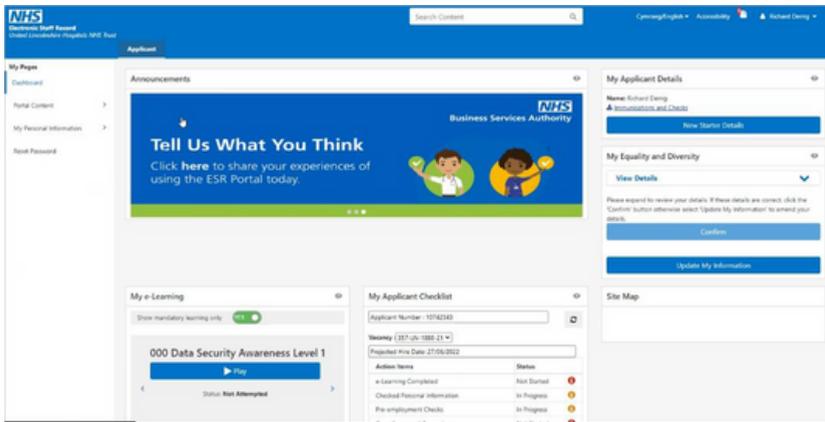
Password*

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

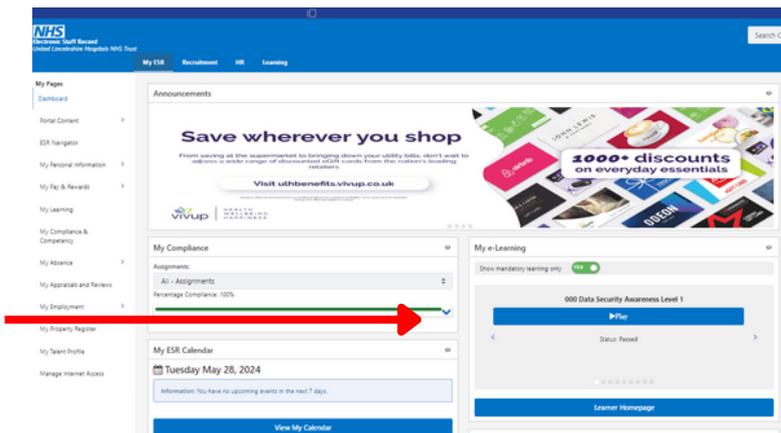
[Log in via Username Password](#)

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:



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



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

This will reveal a list of courses:

My Compliance

Assignments:
All - Assignments

Percentage Compliance: 0%

▶

Competency Name	Status
<input type="radio"/> Anaphylaxis - 1 Year	
<input type="radio"/> Blood Transfusion - 2 Years	
<input type="radio"/> Conflict Resolution - 3 years	
<input type="radio"/> Dementia Awareness - 3 Years	
<input type="radio"/> Duty of Candour - 3 Years	

▶ Play 🔍 View

1 2 3 4 5 6 7 Next >>

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

My Compliance

Assignments:
All - Assignments

Percentage Compliance: 0%

▶

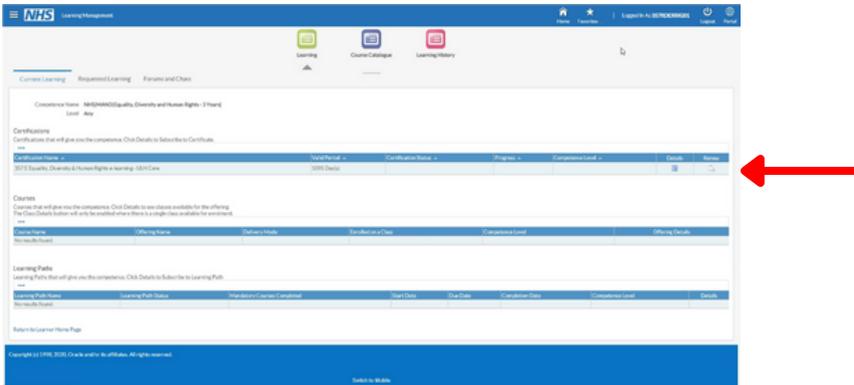
Competency Name	Status
<input type="radio"/> End of Life Care - 1 year	
<input checked="" type="radio"/> Equality, Diversity and Human Rights - ...	
<input type="radio"/> Fire Evacuation - 3 Years	
<input type="radio"/> Fire Local Procedures - 1 Year	
<input type="radio"/> Fire Safety - 1 Year	

▶ Play 🔍 View

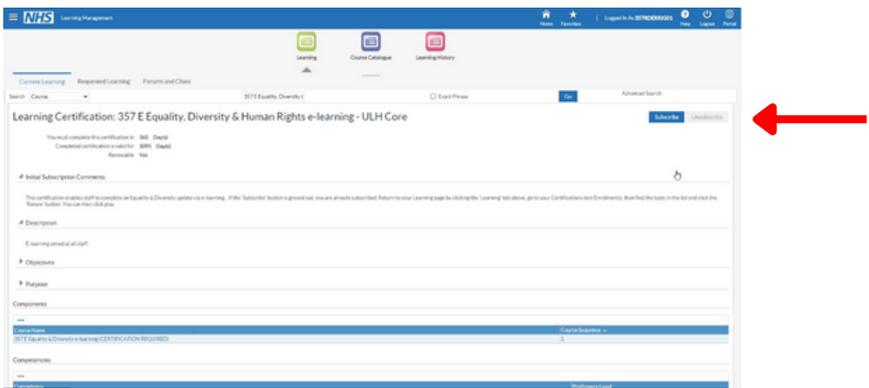
<< Previous 1 2 3 4 5 6 7 Next >>

Red arrows point to the search button and the selected course.

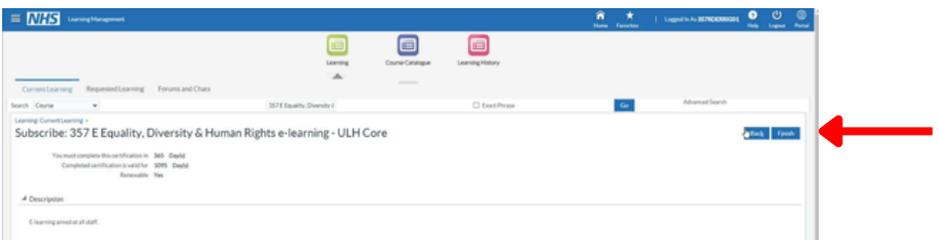
This will be you to the course detail page shown below, next you will need to select the details tab:



Then Subscribe to the course:



Then Finish:



Finally, you will need to select Enrol:

The screenshot shows the NHS Learning Management System interface. At the top, there are navigation tabs for 'Learning', 'Course Catalogue', and 'Learning History'. Below this, the main content area is titled 'Learning Certification: 357 E Equality, Diversity & Human Rights e-learning - ULH Core'. On the left, there is a 'Certification Information' panel with details such as 'You begin this certification period on: 27-Jun-2022', 'You must complete this certification by: 27-Jun-2023', and 'Subscription Number: 3189998'. On the right, the 'Mandatory Courses' panel shows a table with columns: 'Course Code', 'Title', 'Language', 'Location', 'Class Start Date', and 'Duration'. A single row is visible with the course code '357 E Equality & Diversity' and a duration of '40'. A red arrow points to the 'Enrol' button at the bottom right of this table.

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

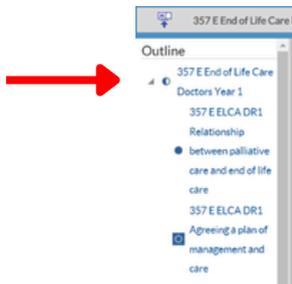
This screenshot shows the same NHS Learning Management System interface, but the user has progressed to the 'Play' stage. The 'Mandatory Courses' panel now shows 'You have completed 0 out of 1 courses in this section.' Below this, a table lists the course '357 E Equality & Diversity e-learning (CERTIFICATION REQUIRED)' with a 'Course start date' of '01 Dec 2013'. A red arrow points to a green play button icon in the 'Choose class' column of this row. The 'Certification Information' panel on the left remains the same.

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.

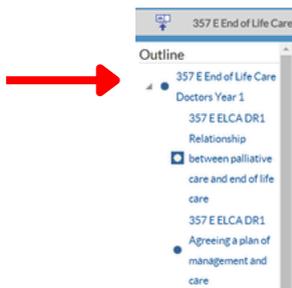
Many packages will have more than one section attached to the training package.

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



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