

How to access NHS Jobs eLearning in Electronic Staff Record (ESR) user guide

This guide gives you instructions for how to access the NHS Jobs eLearning in ESR.

You must be a user of NHS Jobs and ESR to follow the steps in this guide.

You'll search for the eLearning course then enrol onto the class to play the content.

Once you start the course, your progress saves as you go. Once completed, your staff record updates.

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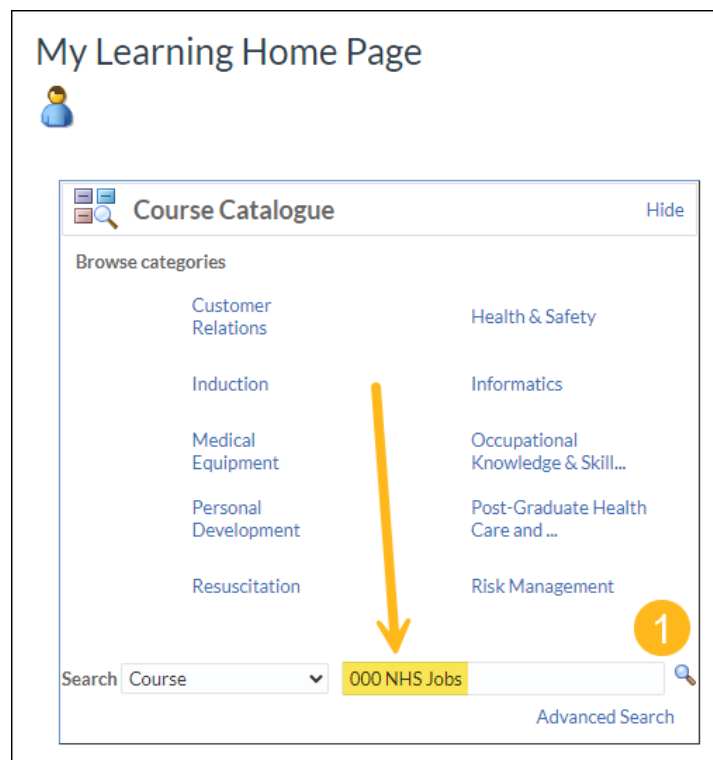
Search for the course

This page gives you instructions for how to search for the NHS Jobs eLearning course.

Important: To access ESR, go to <https://my.esr.nhs.uk> and log in with your credentials. Or you can enrol directly onto the [NHS Jobs eLearning](#).

To search for the eLearning course, complete the following steps:

1. Select the 'My Learning' link.
2. On the 'My Learning Home Page', enter the course name '000 NHS Jobs' in the search box.
3. Select the '[Magnifying glass](#)' icon to search for the course.



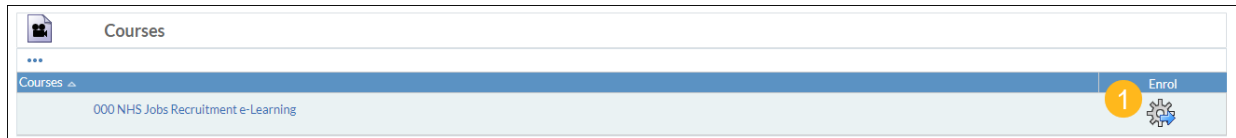
Enrolment

This page gives you instructions for how to enrol onto the eLearning course.

Important: Make sure you enrol onto the '000 NHS Jobs Recruitment eLearning' course.

To enrol onto the eLearning course, complete the following step:

1. Select the ['Enrol'](#) icon to enrol onto the course.

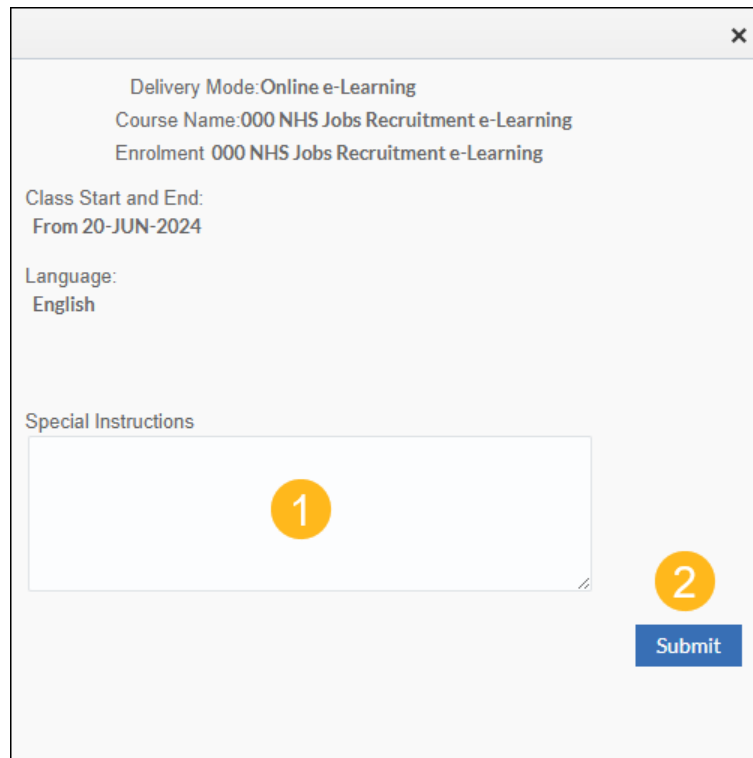


Add special instructions

This page gives you instructions for how to add any special instructions.

To add any special instructions, complete the following steps:

1. Enter any special instructions into the box (optional).
2. Select the [Submit](#) button to confirm your answer.



The screenshot shows a form window with a close button (X) in the top right corner. The form contains the following text:

Delivery Mode: Online e-Learning
Course Name: 000 NHS Jobs Recruitment e-Learning
Enrolment 000 NHS Jobs Recruitment e-Learning

Class Start and End:
From 20-JUN-2024

Language:
English

Special Instructions

Below the 'Special Instructions' label is a large text input box. A yellow circle with the number '1' is centered in the box. To the right of the box is a blue button labeled 'Submit'. A yellow circle with the number '2' is positioned above the 'Submit' button.

Enrolment confirmation

This page shows you've enrolled on the NHS Jobs Recruitment eLearning class.

To find the enrolment, complete the following step:

1. Select the '[Learner Home](#)' icon.

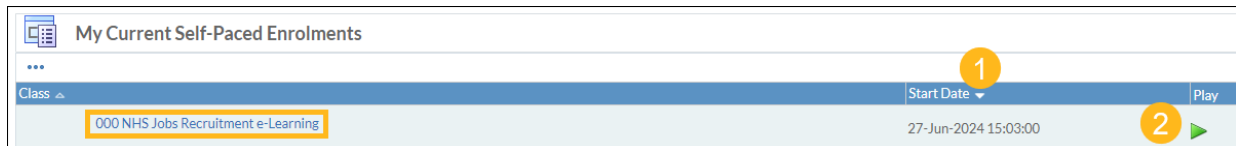


Find and play eLearning


This page gives you instructions for how to find and play the NHS Jobs Recruitment eLearning class.

To find and play the eLearning class, complete the following steps:

1. Select the 'arrow' icon to sort the enrolments from newest to oldest.
2. Find the '000 NHS Jobs Recruitment e-Learning' class and select the 'Play' button.



The screenshot shows a table titled "My Current Self-Paced Enrolments". The table has three columns: "Class", "Start Date", and "Play". The "Class" column contains the text "000 NHS Jobs Recruitment e-Learning". The "Start Date" column contains the text "27-Jun-2024 15:03:00". The "Play" column contains a play button icon. There are two yellow circular callouts: callout "1" points to a small downward arrow icon in the "Start Date" header, and callout "2" points to the play button icon in the "Play" column.

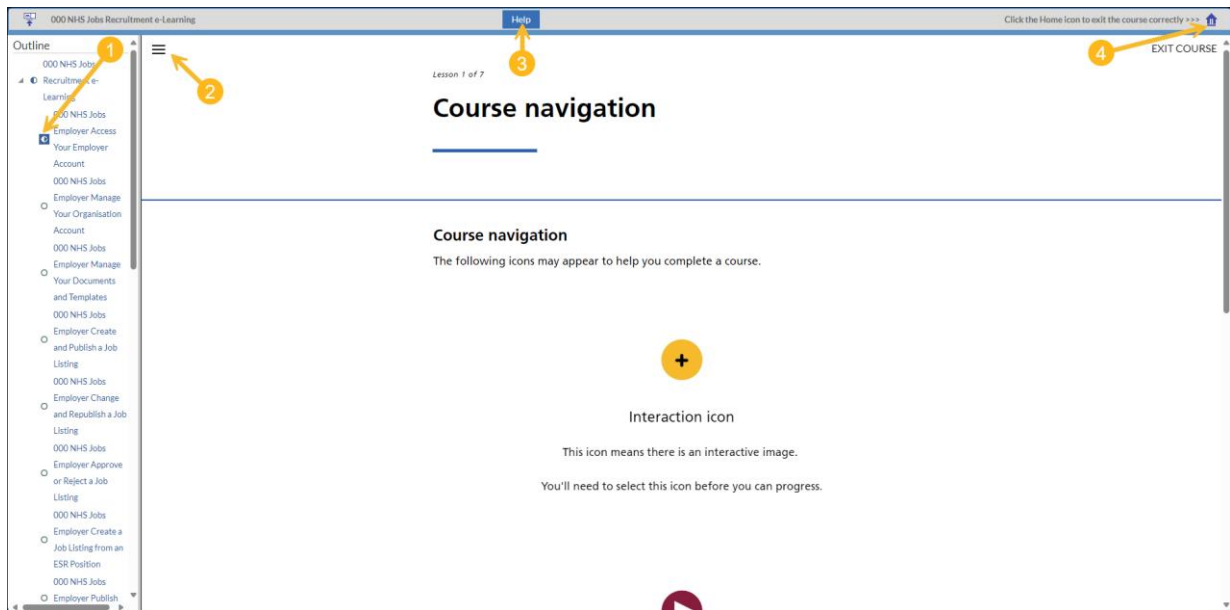
Class	Start Date	Play
000 NHS Jobs Recruitment e-Learning	27-Jun-2024 15:03:00	

Class navigation

This page gives you instructions for how to navigate the NHS Jobs Recruitment eLearning class.

To navigate the class, complete the following steps:

1. The 'Outline' sections shows your class progress.
2. Select the icon to show/hide a table of content for the class.
3. Select the 'Help' button for any help.
4. Select the 'Home' icon to register your course completion or to save your progress and return to the 'My Learning Home Page'.



You've reached the end of this document.