Mandatory Training
e-Learning:

Logging On (ESR Smartcard User)

Mandatory Training
keeping you compliant
e-learning.workbook.classroom

Are you an ESR Smartcard User?

Holders of ESR enabled Smartcards use their cards to gain access to the Electronic Staff Records system for such purposes as web data entry, recruitment/payroll/HR administration, and Manager/Supervisor Self Serve.

If you possess one of these cards (pictured) but use it for solely for logging on to clinical/patient information systems please see the Logging On: (Non ESR Smartcard Users) guide available from the e-Learning page on oneHR. The majority of staff presently falls into this second category.

If you have a Smartcard and use it for ESR purposes, you can <u>only</u> access the e-Learning system as described below.

Logging on with your ESR Smartcard

1. Insert your card in to the card reader slot on your keyboard or laptop

2. Enter your Smartcard Passcode

3. Select Yes I accept and wish to proceed for the purpose of Patient Care

4. A confirmation message appears on the bottom right hand side of the screen

5. Connect to the Mandatory Training pages on the oneHR website from the Trust intranet, making sure that you're using Internet Explorer as your browser
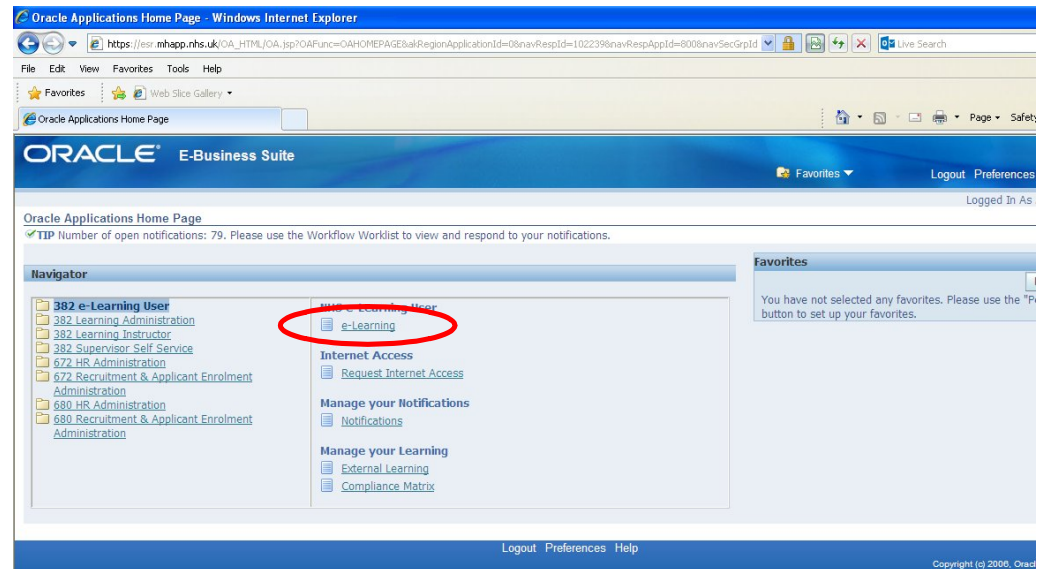
6. Go to the e-Learning page

7. In the Access section click on the ESR Smartcard Users link

8. Click Run on any Java pop up messages which might appear

9. You should now see the ESR home page (see below)
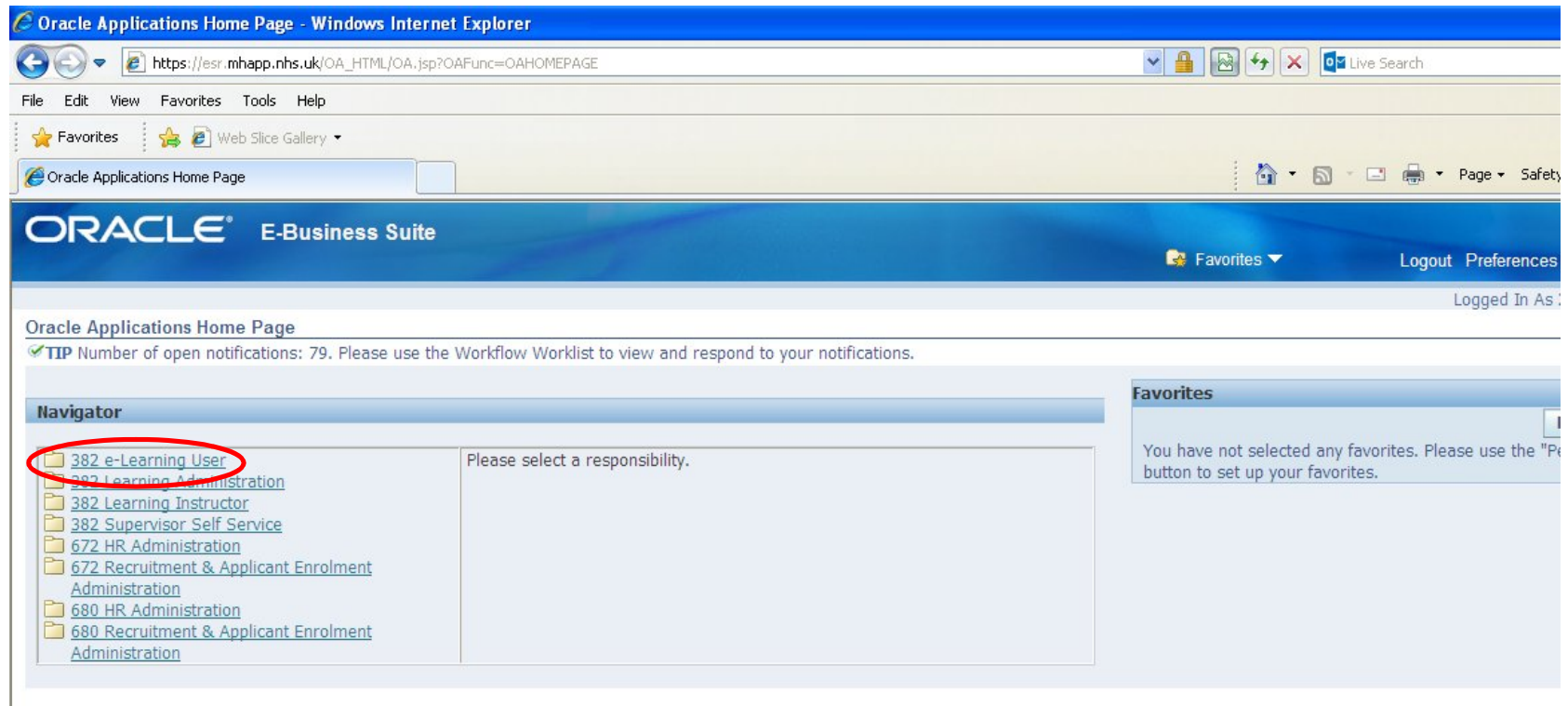
10. Click on 382 e-Learning User (above)

11. On the following screen, click on e- Learning (right)

12. You are now logged on to the e-Learning system (OLM), (left)

13. See the Checking Your Compliance guide for the next step