# How to use ESR to book onto a class with Managers approval
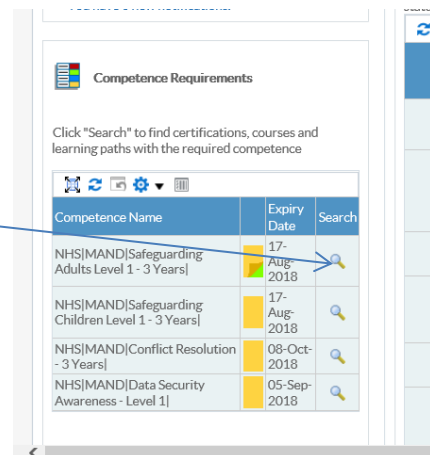
If the details of your supervisor are correct on your ESR record and your manager uses ESR, you can book onto a face to face course through ESR employee self-service following the steps below.

Log on to employee self-service (see Accessing ESR System sheet), and from the Portal click on 'Learner Homepage'.

If you login to ESR via the ESR navigator then you need to click on 'Learning' under 'My Learning'.
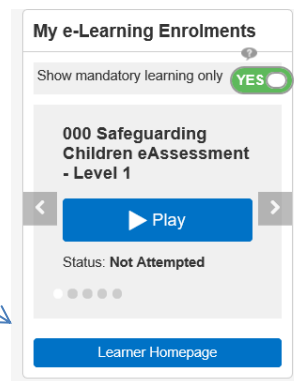
On your learner homepage you will see a list of your competence requirements. Click on the search icon of the course you would like to book onto. Then click on offering details as shown below.

When booking on a course that is not under your competence requirements. From the learner homepage, change the search box to 'Class' as below and search for details of the course you would like to attend using 382% at the beginning of the text, then press 'Go'.
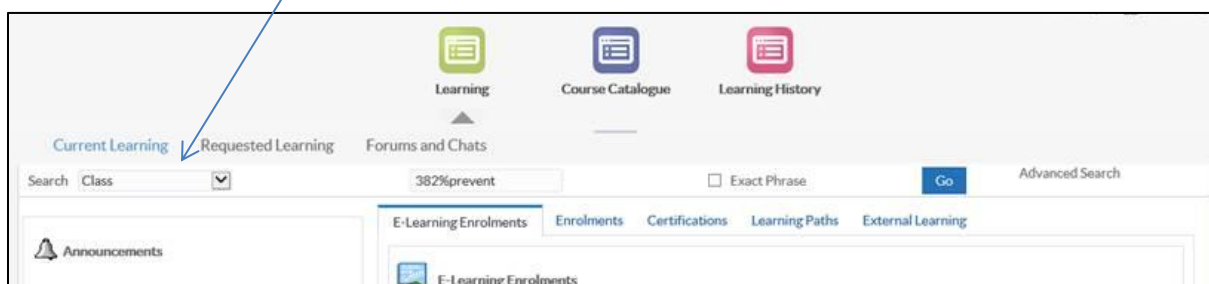
The search will return a list of classes with any key words that you entered above. Choose the date you would like and enrol onto the course using the enrol icon. Please check the class status column, if the course is full you will receive the message below, click no to this or you will be waitlisted, **which means that you DO NOT have a confirmed place on the course.** Please try to find another date for the course that has spaces available.

The next screen allows you to check the course details, please check carefully that you have the correct course name, date and time. Then click 'Review'

On the review screen, check for a final time that you have the correct details for the course you are wanting to book onto, then click 'Submit'

The next screen will show the confirmation message below. **This is confirmation that you have Requested to book onto the course. This DOES NOT mean you have a place on the course.**

For further support with ESR and e-Learning please contact bfwh.esr.helpdesk@nhs.net

A notification will be sent through ESR to your manager for their approval of you attending the course. Once this notification has been approved, a booking confirmation notification will be sent through to your employee self-service as well as your Trust email account (as shown below); this is confirmation that you are booked onto your course.

Subject: 382 Mandatory Training : Classroom - Prevent WRAP Level 3, running from 23-Jul-2018 until 23-Jul-2018

We are pleased to confirm a place has been reserved for you as above.

Details of the course are provided below:

Start Time: 14:00
End Time: 16:00
Please let us know any support or disabilities you may need/have which you would like to make us aware of. If you would like to discuss this please contact us on the telephone number listed.

If for any reason you are unable to attend please contact the department as soon as possible so that the place can be offered to delegates on the waiting list.

Yours sincerely

Course Administrator

Please do not reply to this email

Please <u>DO NOT</u> attend the course unless you have received the confirmation above as rooms have maximum capacities and you may well be turned away.

When you manager has approved your request your course booking will appear on your learner homepage. You can view this by clicking on the green 'Learning' button. The booking information is held under the 'Enrolments' tab. You can also use the UN-enrol icon if you need to cancel your booking.