



How to subscribe and enrol onto ESR e-Learning courses

You may have already been auto-enrolled onto your course by the system or subscribed and enrolled in the past or you may receive a warning message that 'the certification end date has passed, press the renew button to continue' (See Renew and play instructions), in these cases you may not need to manually subscribe or enrol. Please check the play button either on the ESR Portal page or under 'e-Learning enrolments' in 'my learning', and if this is blue then you have been auto-enrolled and can launch the course just by clicking this button. If it's not blue, please read the following sections below "To subscribe" and "To enrol".

Course Name	Status	Item ID	Enrolment Status	Completion Date	Score	Move to History	Unenrol	Evaluate	Play
000 Fire Safety - Level 1	Completed		Completed						
000 Fire Safety eAssessment - Level 1	Passed		Completed						
000 Using e-Learning in ESR / OLM	Completed		Completed	18-May-2016					Play

To subscribe:



From the ESR Portal click on 'Learner Homepage'

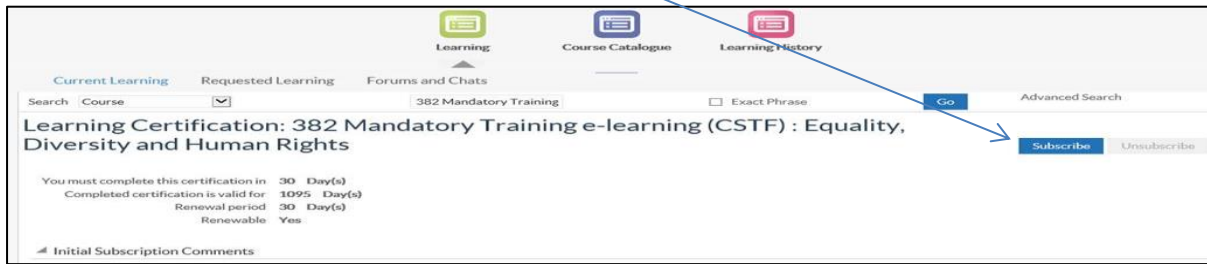
Click on the magnifying glass next to one of the red or amber boxes in you matrix

NHS(MAND)Resuscitation - Paediatric Basic Life Support - 1 Year]	[Red Box]		[Magnifying Glass]
NHS(MAND)Conflict Resolution - 3 Years]	[Yellow Box]	18-May-2018	[Magnifying Glass]
NHS(MAND)Data Security Awareness - Level 1]	[Yellow Box]	13-Mar-2018	[Magnifying Glass]

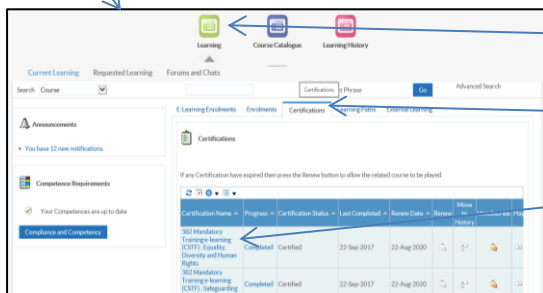
Certification Name	Valid Period	Certification Status	Progress	Competence Level	Details
302 Mandatory Training e-Learning (CSTF) - Equality, Diversity and Human Rights	1095 Days				[Details]

You will be taken to the certifications page. From here click on the details button

If you need to subscribe, the 'Subscribe' button will be highlighted in blue, click on this button. For the next step go to the section 'To enrol'.



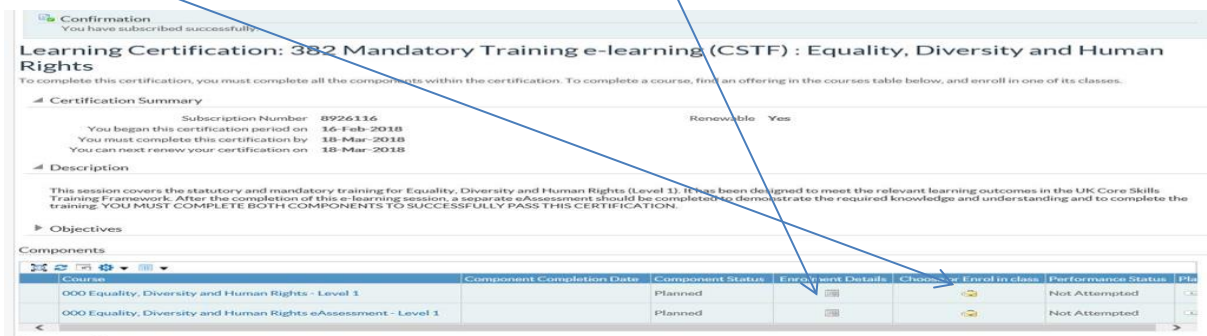
If you have already subscribed this button will be greyed out and the 'Unsubscribe' button will be highlighted in blue (only click this if for some reason you need to unsubscribe from the course). If you are 'Subscribed' but not enrolled onto the e-learning course(s) then follow the short guide below.



Click on the green Learning icon to access e-learning Homepage.
 Click on the 'certifications' tab.
 Click on the certification name of the course then continue as below.

To enrol

You will then be able to enrol as below. If the icon under 'enrolment details' is greyed out then you are not enrolled onto the course. If it is active then you are already enrolled and should be able to use the blue play button at the end of the row to complete the course. To enrol click on the envelope icon under 'choose or enrol in class', then on the following page click 'Apply'.



Look for the blue play button as this means you have subscribed and enrolled correctly. If the play button is white it means you need to check your course subscription otherwise any e-Learning you complete will not register correctly.

Remember that to ensure your e-Learning registers correctly, you **must** exit the course using the little blue house in the top right, you may need to minimise a page to be able to see this. It is important that courses are subscribed and enrolled to correctly otherwise your e-Learning will not register as complete.