

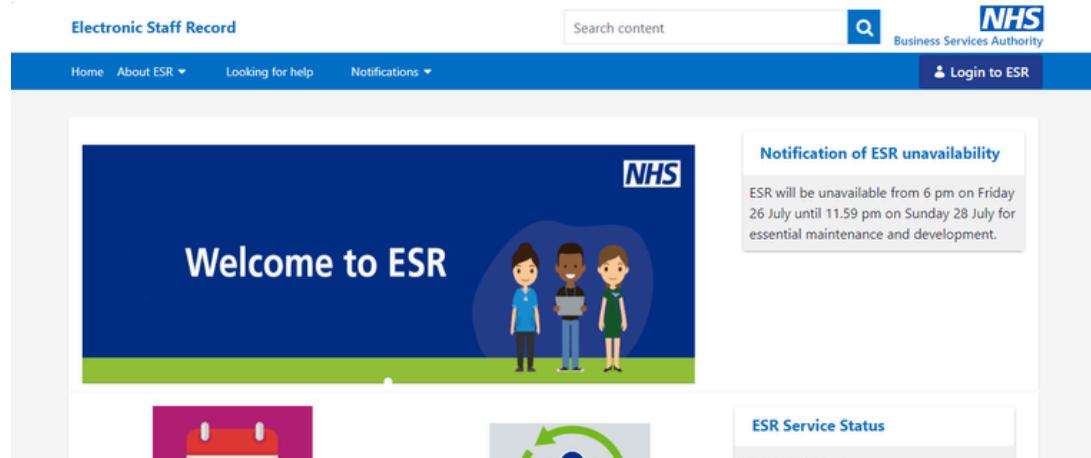


Training Compliance History

**How to download
Training Compliance
from ESR**

How to log into MyESR

Log into the **MyESR** website: <https://my.esr.nhs.uk/>
 You will be presented with the ESR Hub landing page.

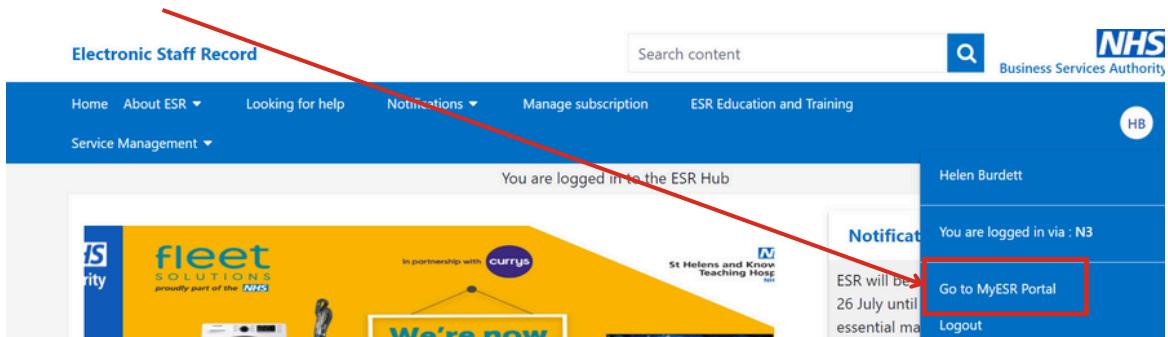


To login, click the **Login to ESR** button.

Login to ESR

2. Enter your **username** and **password** or log in with your **smartcard**.

3. Once you are logged in, if you have not already done so choose the go to **MyESR Portal** using the link on the right hand side



3

4. Click on **My Compliance and Competency** - You can find this in the left-hand side of the ESR webpage

The screenshot shows a vertical navigation menu titled 'My Pages'. The menu items are: 'Dashboard', 'Portal Content', 'ESR Navigator', 'My Personal Information', 'My Pay & Rewards', 'My Learning', and 'My Compliance & Competency'. The 'My Compliance & Competency' item is highlighted with a red rectangular border.

5. The screen should look like that below - click on printable page

The screenshot shows the 'Compliance and Competency' page. At the top, there is a message: 'Enter any changes below. Click Add Competencies to add a new competence, or click Edit to update an existing competence. Click Review and Submit to finalise your changes, or click Back to return to the previous page. Click All Competencies to see a chronology of your competence record. WARNING: If a Competence End Date is not entered when the Competence Profile is updated, a validated End Date will be entered, based on the Competence Renewal Period. If a Competence End Date is entered, this will be saved on the Competence Profile.' Below this, it shows employee details: 'Employee Name: Burdett, Miss Helen Clare' and 'Employee Number: 30620409'. There are two buttons at the top right: 'Learner Home Page' and 'Add Competencies'. Below these, there are three tabs: 'Compliance' (selected), 'All Competencies', and 'Awaiting Approval'. A note says: 'TIP To view compliance for any additional assignments, select assignment from drop down and press Go'. It shows a dropdown menu '30620409 - Nurse Manager' and a 'Go' button. The 'Compliance Percentage' is listed as '100.0%'. There is a checkbox 'Required Competencies Only' and a note: 'TIP To view required competencies only, tick the checkbox and press Go'. At the bottom, there is a table with columns: Details, Competency Name, Competence Level, Min Req, Essential, Expiry Date, Compliance Status, Find Learning, and Edit. The first two rows of the table are visible:

Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	347 LOCAL CSTF Resuscitation Adult e-Assessment Level 2				No Expiry			
>	347 LOCAL CSTF Resuscitation Paediatric e-Assessment Level 2				No Expiry			
<	409 LOCAL Aseptic Non Touch Techniques -							

6. A new tab will open detailing all your compliance.

7. Go to print in your browser and you should have options to save or print as a PDF.