

# How to book onto Managing Attendance at Work Training on ESR

GUIDANCE FOR STAFF MEMBERS ON ESR SELF SERVICE



# 1) To enrol onto a course log into ESR

## NHS Electronic Staff Record

### Log in with your credentials

Fields with an asterisk (\*) are required fields

Username\*

(Example: 999JSMITH01)

Password\*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

Log in via Username Password

### Log in with your Smartcard

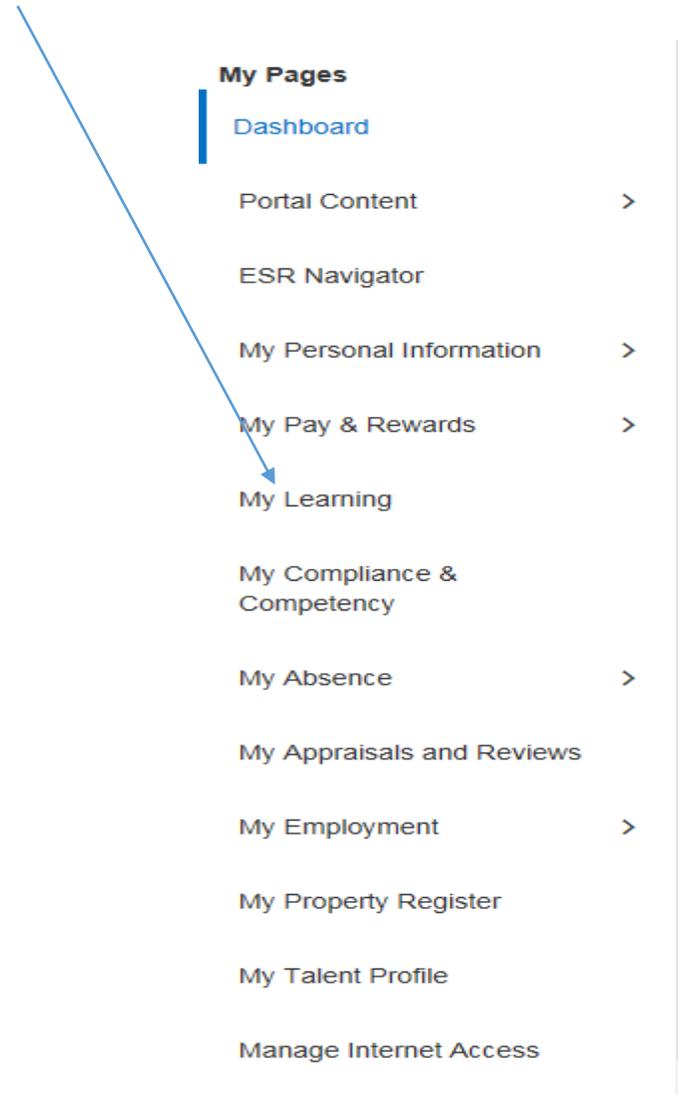
Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

Log in via Smartcard

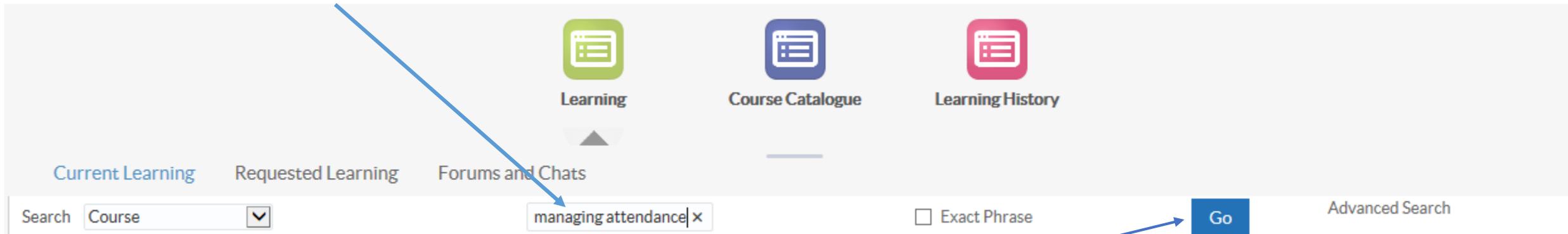
You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)

## 2) Select “My Learning”



3) To search for the course, type in “managing attendance%” into the search box



Once you have typed this into the search box, press “Go” to view all of sessions

# 4) You will need to click on the 'Choose or Enrol in class' for '001 Managing Attendance at Work Training'

Search    Exact Phrase  [Advanced Search](#)

[Learning: Current Learning >](#)

## Courses

Click on 'Course' link to view details about the course. All courses beginning with '000' are nationally provided. Any other courses are provided by your organisation.

Course Name ▲	Choose or Enrol in class	Course Code
<a href="#">001 Managing Attendance at Work Training</a>		
<a href="#">120 Velindre Managing Attendance</a>		
<a href="#">100 Managing Attendance at Work Policy - Core Update</a>		
<a href="#">050 BCUHB NHS Wales Managing Attendance At Work Policy</a>		
<a href="#">120 NWSSP Managing Attendance at Work Policy</a>		120 NWSSP
<a href="#">028 PHW Managing Attendance At Work (Core)</a>		028 PHW Managing Attendance

5) You will see a list of all the sessions we off, broken down into Foundation (AM) and Core (PM), click the envelope image to enrol into the class you want.

Rows 1 to 30											
Class Name ^	Info	Venue	Location ^	Training Center	Start Date ^	Start Time	Time Zone	Duration	Class Status ^	Enrolment Status ^	Enrol
001 Managing Attendance at Work Training - 08-Jan-2020 Foundation (AM)			001 BV UHW Hosp	001 L.E.D.	08-Jan-2020	09:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 08-Jan-2020 Core (PM)			001 BV UHW Hosp	001 L.E.D.	08-Jan-2020	13:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 27-Jan-2020 Foundation (AM)			001 BV UHW Hosp	001 L.E.D.	27-Jan-2020	09:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 27-Jan-2020 Core (PM)			001 BV UHW Hosp	001 L.E.D.	27-Jan-2020	13:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 10-Feb-2020 Foundation (AM)			001 BV UHW Hosp	001 L.E.D.	10-Feb-2020	09:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 10-Feb-2020 Core (PM)			001 BV UHW Hosp	001 L.E.D.	10-Feb-2020	13:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 21-Feb-2020 Foundation (AM)			001 BV UHW Hosp	001 L.E.D.	21-Feb-2020	09:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 21-Feb-2020 Core (PM)			001 BV UHW Hosp	001 L.E.D.	21-Feb-2020	13:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 09-Mar-2020 Foundation (AM)			001 BV UHW Hosp	001 L.E.D.	09-Mar-2020	09:30	GMT	1 Day(s)	Normal	Not Enrolled	
001 Managing Attendance at Work Training - 09-Mar-2020 Core (PM)			001 BV UHW Hosp	001 L.E.D.	09-Mar-2020	13:30	GMT	1 Day(s)	Normal	Not Enrolled	

6) If you are happy with the class you have chosen and the time/date, you will need to click 'Review'

[Learning: Current Learning](#) > [Courses](#) > [Offering](#) >

Enrol: 001 Managing Attendance at Work Training - 08-Jan-2020 Foundation (AM)

[Cancel](#) [Review](#)

[Show Key Notation](#)

#### Class Summary

Delivery Mode	 Classroom
Course Name	001 Managing Attendance at Work Training
Class Name	001 Managing Attendance at Work Training - 08-Jan-2020 Foundation (AM)
Start Date	08-Jan-2020 09:30
End Date	08-Jan-2020 12:30
Time Zone	GMT
Training Center	001 L.E.D.
Location	001 BV UHW Hosp
Language	English (United Kingdom)

#### Enrolment Details

Special Instructions

7) Once you have reached this stage, you can add a comment for your Line Manager in the 'Comments to Approver' and when you are ready, click 'Submit'

## Review

Use this page to review your changes . Click Submit to approve the action or Back to continue working on this action.

[Back](#)

[Submit](#)

### Enrollment Details

	Proposed
Course Name	001 Managing Attendance at Work Training
Class Name	001 Managing Attendance at Work Training - 08-Jan-2020 Foundation (AM)
Start Date	08-JAN-2020 09:30
End Date	08-JAN-2020 12:30
Time Zone	GMT
Delivery Mode	Classroom
Training Center	001 L.E.D.
Language	English (United Kingdom)
Special Instructions	
Additional Enrolment Info	
External Awarding Authority	
Course/Exam Fee % Trust Paid	
Course/Exam Finance Code	
Subsis/Acomm % Trust Paid	
Subsis/Acomm Finance Code	
Travel % Trust Paid	
Travel Finance Code	
Other % Trust Paid	
Other Finance Code	

### Comments to Approver