

Information Skills E-Learning User Guide

The following information skills e-learning modules are available in ESR:

- Athens Registration and Management (20 mins)
- Cochrane Library (60 mins)
- Critical Appraisal (180 mins)
- NICE Evidence Search (10 mins)
- Publishing, Copyright, Referencing (60 mins)

For full details please refer to our webpages at <http://www.rjah.nhs.uk/library/training>

Quick Start Guide

1. To get started, go to <https://my.esr.nhs.uk> or click on the MyESRdesktop icon.

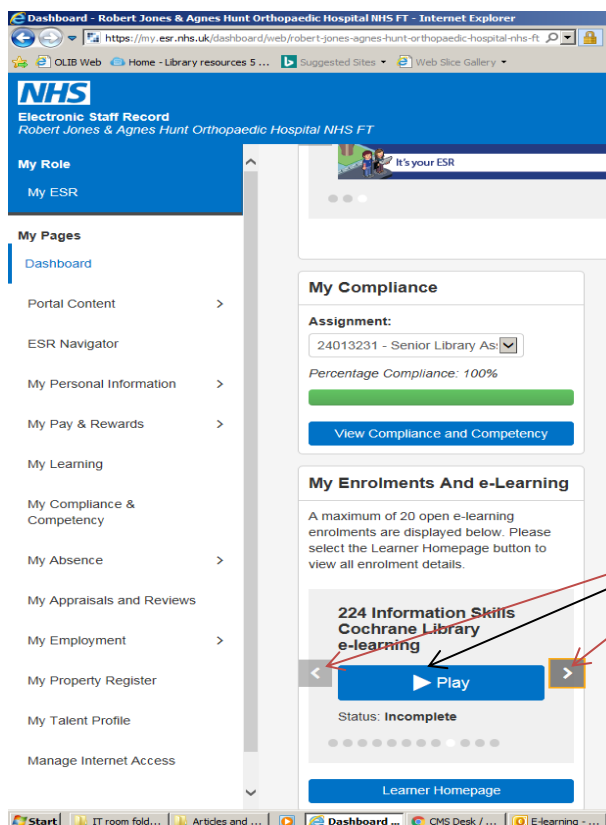
Alternatively go to *Applications* on the RJAH Intranet site:

<http://webserver3/intranet/Default.aspx?alias=webserver3/intranet/applications>

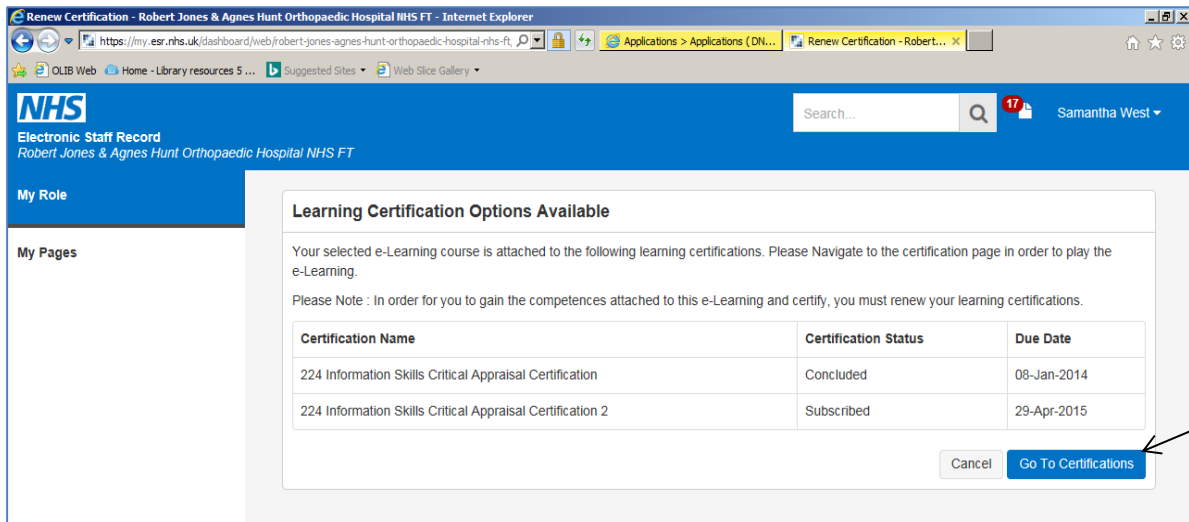


Click on the ESR icon and log in.

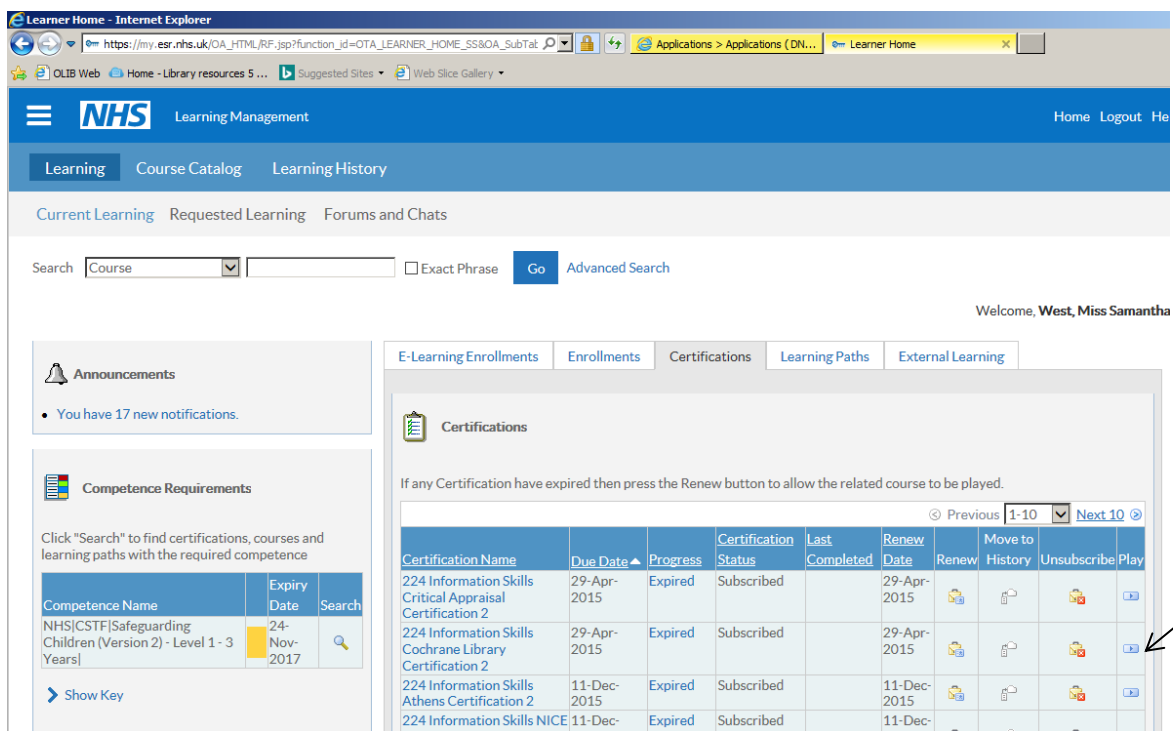
2. Select the module you wish to do from the list of enrolments by clicking on the arrows (see red arrows) and click play to launch the chosen module (see black arrow).




4. Select *Go To Certifications* tab (see black arrow below)



5. Click on the *Play* tab next to the chosen module (see black arrow below)



6. At the next screen, select *Play* or *Renew and Play* (if doing the module again as a refresher)

7. In order to exit the module successfully you must click on the blue 'Home' icon  at the top of the screen. This ensures that you do not lose your work and that your progress throughout the module is tracked.

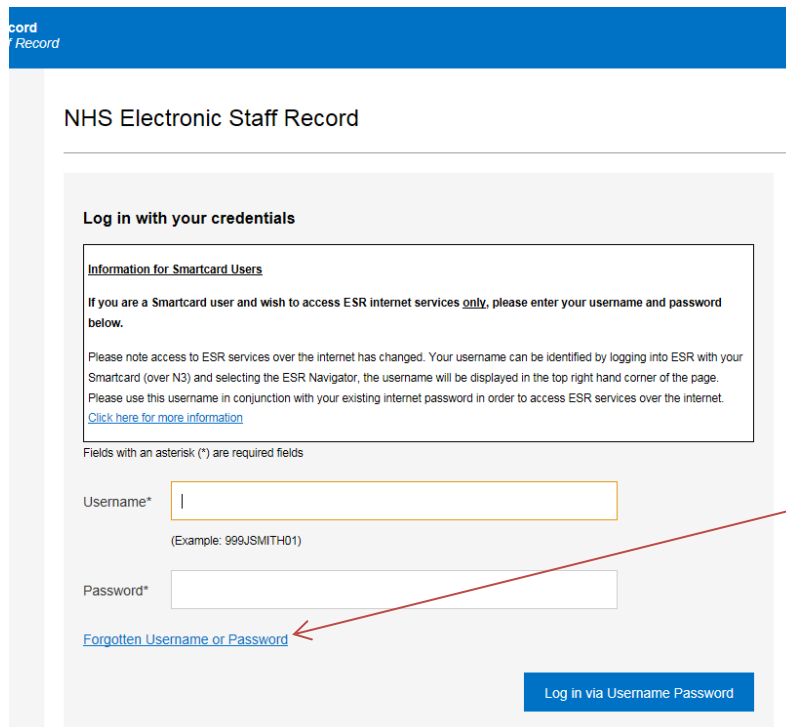
8. If you complete one of the Francis Costello Library's information skills modules, you will be sent a *Certificate of Achievement*. You will also be invited to provide an evaluation of the course by completing an Impact Assessment (via Survey Monkey) approximately one month after training.

IMPORTANT NOTES FOR E-LEARNING MODULES

Please note that the ESR e-learning modules must be accessed using Internet Explorer and not Google Chrome. The modules do not load correctly if you use Chrome.

Resetting your password

You can reset your own e-learning password by simply clicking the “Forgot Username or Password” link on the e-learning login page and follow the instructions on the screen (see red arrow below)



Record
Record

NHS Electronic Staff Record

Log in with your credentials

Information for Smartcard Users

If you are a Smartcard user and wish to access ESR internet services only, please enter your username and password below.

Please note access to ESR services over the internet has changed. Your username can be identified by logging into ESR with your Smartcard (over N3) and selecting the ESR Navigator, the username will be displayed in the top right hand corner of the page. Please use this username in conjunction with your existing internet password in order to access ESR services over the internet. [Click here for more information](#)

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

Password*

[Forgotten Username or Password](#)

[Log in via Username Password](#)

See also **ESR Portal Familiarisation user guide** on the *Request information skills training* page on the library website and in print in the library.

For further assistance please contact the library on ext. 4388 or riah.library@nhs.net