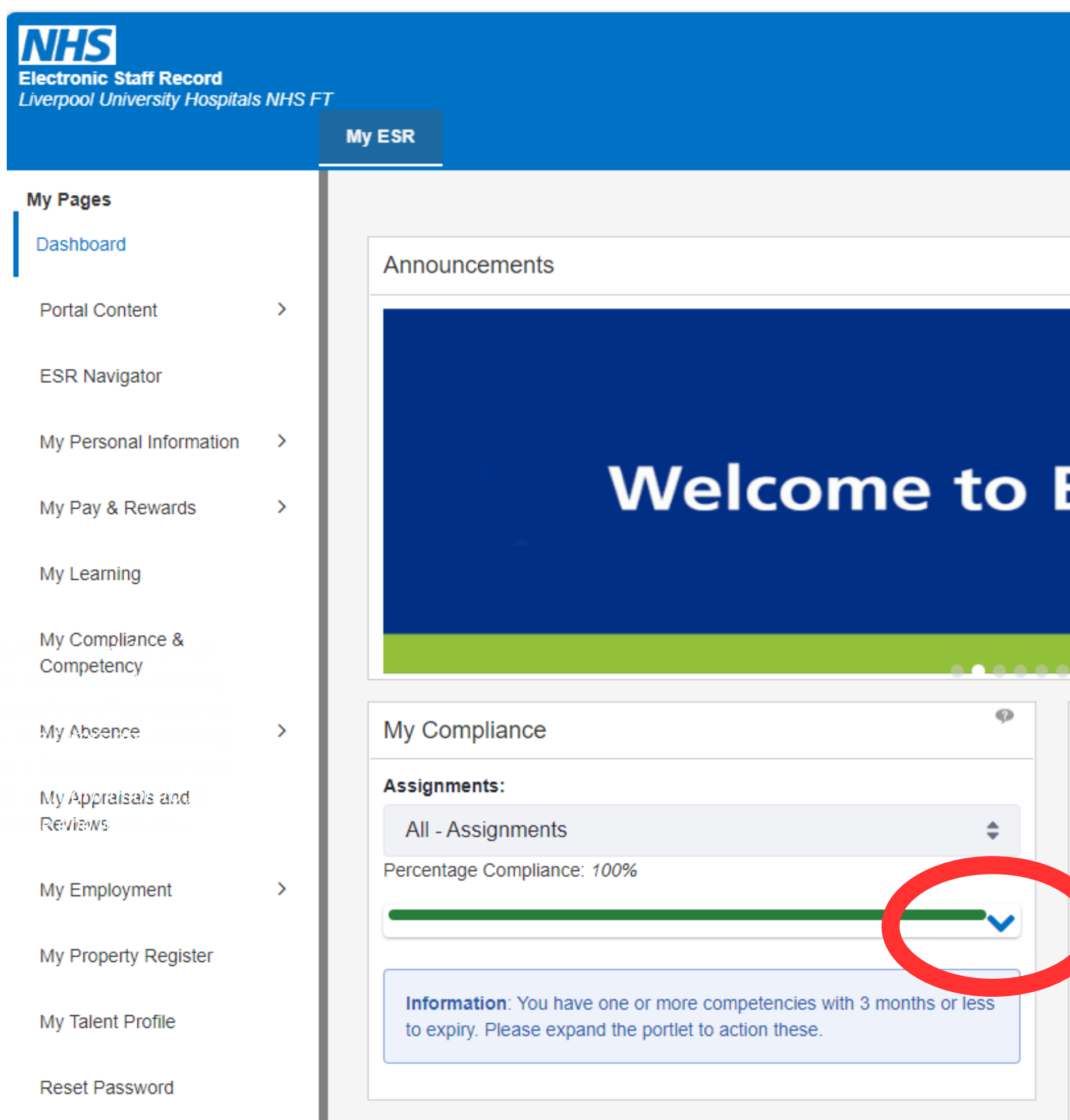
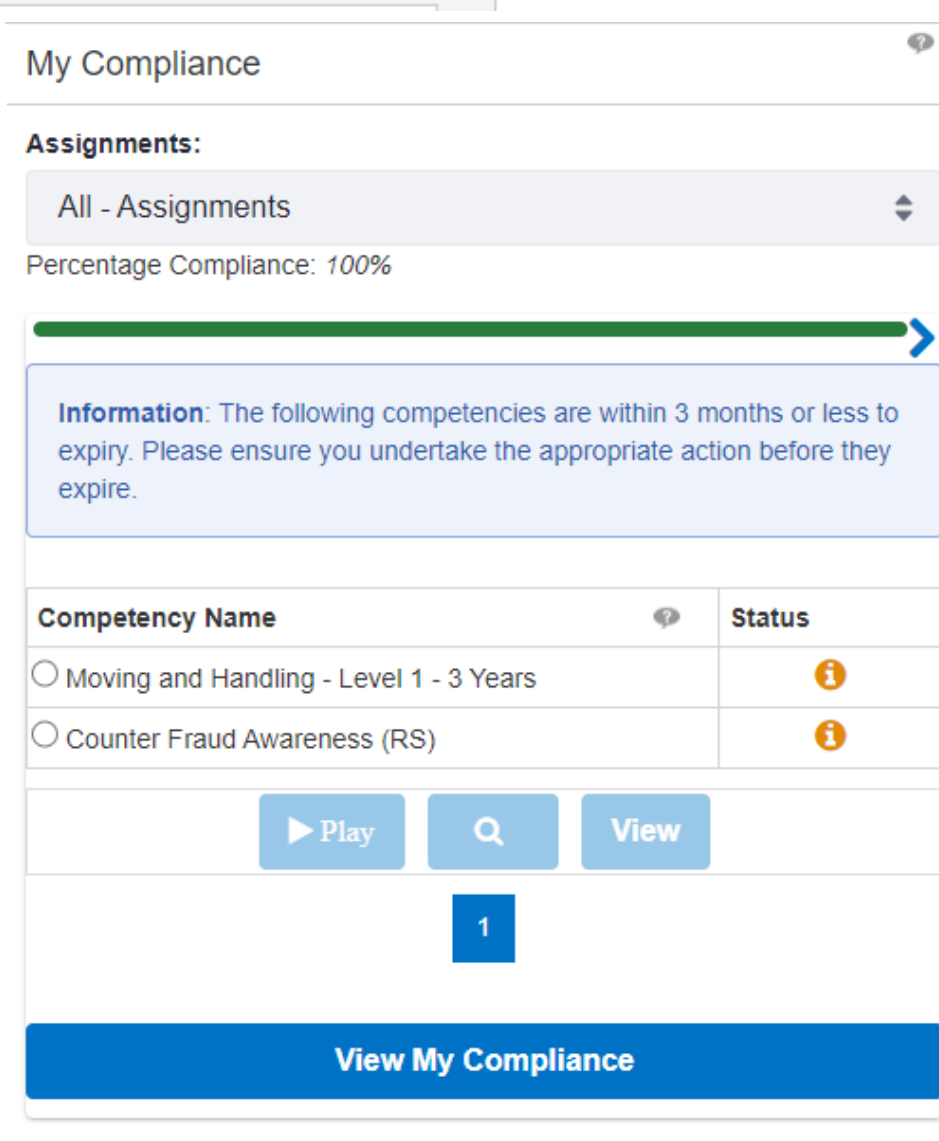


How to find your e-learning on ESR

- 1 Log onto ESR using the log in details provided by workforce. Click [here](#) to be taken straight to ESR
- 2 Click on the blue down arrow underneath the "My Compliance" section



- 3 When you click on the blue arrow it will reveal a list of the competencies you are required to complete. Example:



4 Click on one of the competencies

The screenshot shows the 'My Compliance' interface. At the top, there is a header 'My Compliance' with a help icon. Below it, the 'Assignments' section shows a dropdown menu set to 'All - Assignments' and a 'Percentage Compliance: 100%' indicator. A green progress bar is visible. An information box states: 'Information: The following competencies are within 3 months or less to expiry. Please ensure you undertake the appropriate action before they expire.' Below this is a table with two columns: 'Competency Name' and 'Status'. The table lists two competencies: 'Moving and Handling - Level 1 - 3 Years' (selected with a radio button) and 'Counter Fraud Awareness (RS)'. Both have an information icon in the status column. Below the table are three buttons: 'Play' (with an information icon), a search icon, and 'View'. A page number '1' is displayed below the buttons.

Competency Name	Status
<input checked="" type="radio"/> Moving and Handling - Level 1 - 3 Years	
<input type="radio"/> Counter Fraud Awareness (RS)	

5 The "play" button will become a clickable link.

6 Click on the play button to launch the package for completion

7 Once you have completed and passed, remember to exit the screen via the house to ensure your completion is recorded

