

STEP

User Guide

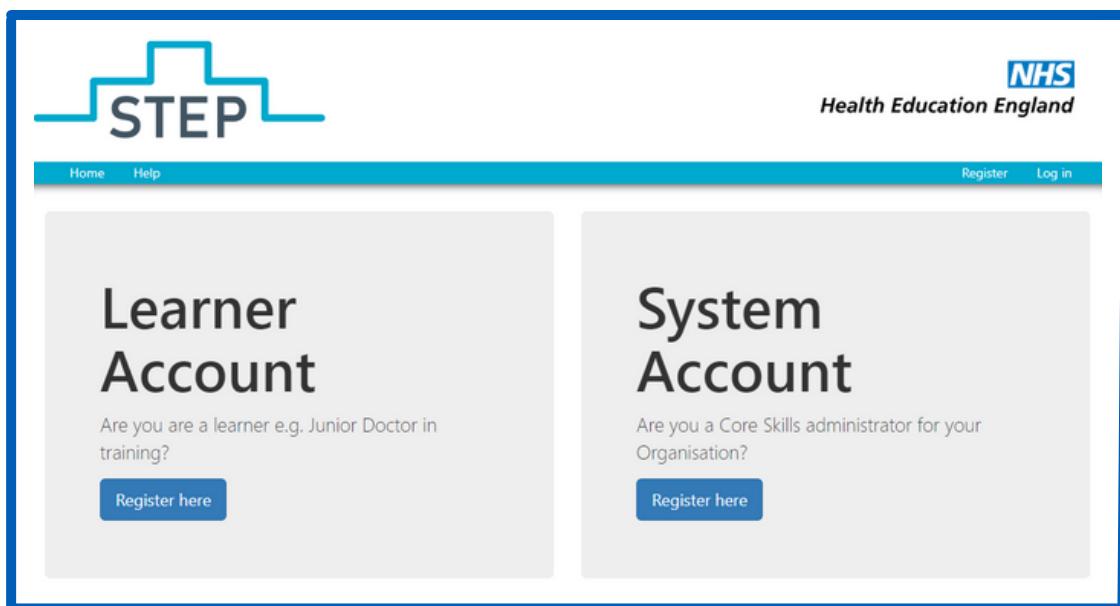
**How to register, login
and view training**

How to register and login

1. If you have never used the STEP platform before, you can register by opening <https://step.hee.nhs.uk/> and selecting Register at the top right of the screen. If you already have an account, go to step **4**.

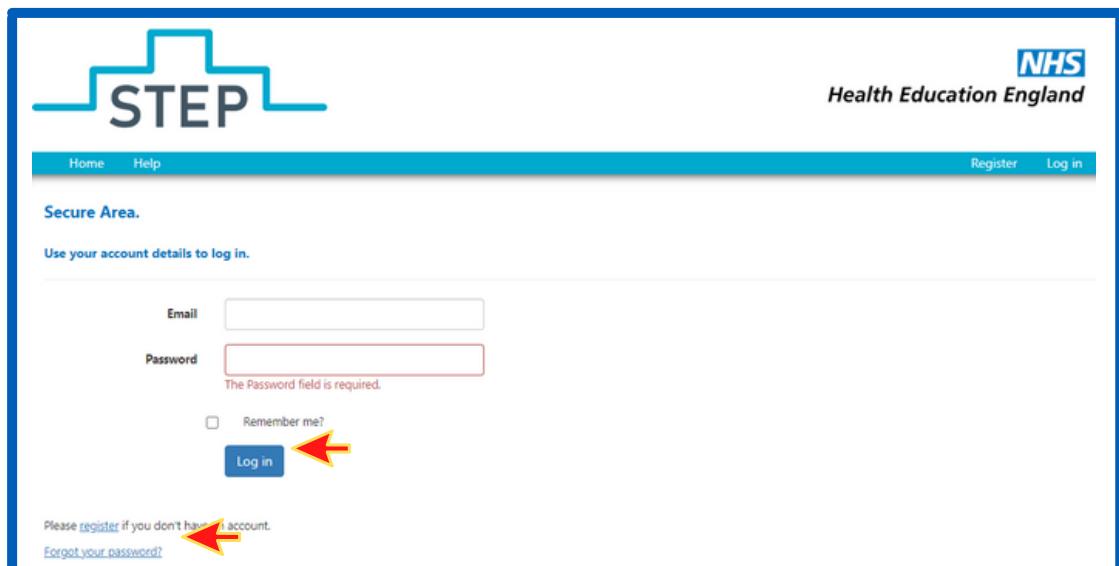


2. Select **Register here** under the **Learner account**.



3. Enter your Email address and your Registration number or Employee ID, making sure that the details you put in are the same as in ESR and E-learning for Health (eLFH). Click on **Email Link**. You should receive an email with a link to confirm your account.

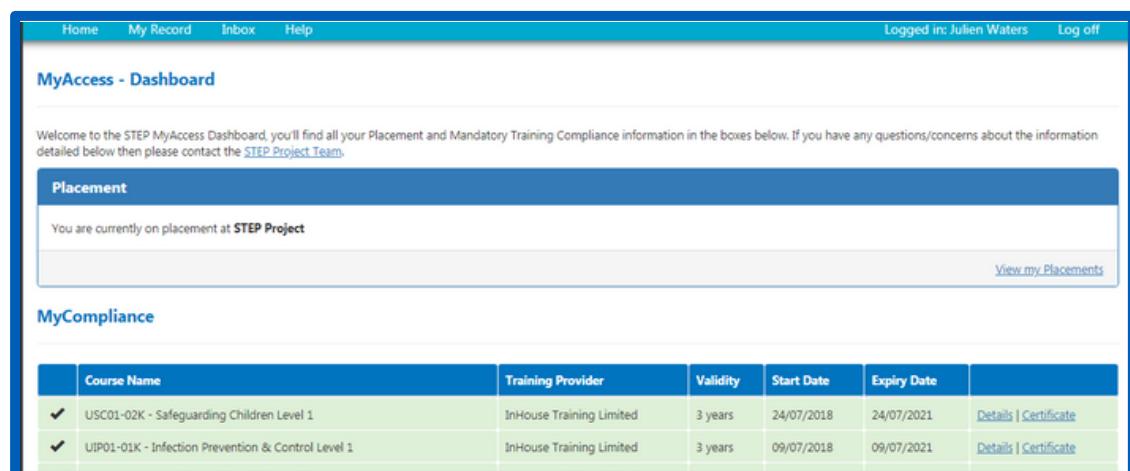
4. If you already have an account, please enter your email address and password to **login**. If you cannot remember your password, select the **Forgot your password** link in the bottom left corner, which will send you a link to your email.



The screenshot shows the STEP login page. At the top left is the STEP logo, and at the top right is the NHS Health Education England logo. The page has a teal header with 'Home' and 'Help' buttons, and 'Register' and 'Log in' buttons on the right. Below the header, a 'Secure Area' message and a 'Use your account details to log in.' instruction are displayed. There are 'Email' and 'Password' input fields. The 'Password' field is highlighted in red with an error message 'The Password field is required.' Below the fields is a 'Remember me?' checkbox and a 'Log in' button, which is highlighted with a red arrow. At the bottom, there are links for 'Please register if you don't have an account.' and 'Forgot your password?' both of which are highlighted with red arrows.

STEP Dashboard

1. Once logged into to STEP you will be presented with the below dashboard.



The screenshot shows the STEP MyAccess - Dashboard. The top navigation bar includes 'Home', 'My Record', 'Inbox', 'Help', 'Logged in: Julien Waters', and 'Log off'. The main content area is titled 'MyAccess - Dashboard' and includes a welcome message: 'Welcome to the STEP MyAccess Dashboard, you'll find all your Placement and Mandatory Training Compliance information in the boxes below. If you have any questions/concerns about the information detailed below then please contact the [STEP Project Team](#)'. Below this is a 'Placement' section with a message 'You are currently on placement at **STEP Project**' and a 'View my Placements' link. The bottom section is titled 'MyCompliance' and contains a table of training records:

Course Name	Training Provider	Validity	Start Date	Expiry Date	Actions
USC01-02K - Safeguarding Children Level 1	InHouse Training Limited	3 years	24/07/2018	24/07/2021	Details Certificate
UIP01-01K - Infection Prevention & Control Level 1	InHouse Training Limited	3 years	09/07/2018	09/07/2021	Details Certificate

2. The Compliance Dashboard shows what training the STEP system holds for you, when you last undertook it and based on validity period, whether the training is red, amber or green.

Checking your Training Records

1. Select My Record to see all the information about you in STEP.

Under the **Personal** tab, you can edit your personal information.

Under **Training Records**, you will see training that has been completed via ESR or eLFH here, sorted by date/RAG status so you can clearly see which training needs to be completed.

Under **Placements**, you will see the list of placements you have been assigned to and under **Organisations** it should say HEE - North West.

2. Below are the Core skills mandatory training courses that you need to complete in order to be fully compliant. We recommend you complete these via ESR and eLFH.

STEP CODE	STEP MODULE
ECR01-01K	NHS Conflict Resolution (Eng) (3 Yearly)
EIG01-01K	Info. Governance & Data Security (Eng) (Annual)
UED01-01K	Equality, Diversity & Human Rights (3 Yearly)
UFS01-01K	Fire Safety (2 Yearly)
UHS01-01K	Health, Safety and Welfare (3 Yearly)
UIP01-01K	Infection Prevention & Control Level 1 (3 Yearly)
UIP02-01K	Infection Prevention & Control Level 2 (Annual)
UMH01-01K	Moving and Handling Level 1 (3 Yearly)
UPR01-01K	Basic Prevent Awareness (3 Yearly)
UPR02-01K	Awareness of Prevent (3 Yearly)
URE01-01K	Resuscitation Level 1 (Annual)
USA01-01K	Safeguarding Adults Level 1 (3 Yearly)
USA02-01K	Safeguarding Adults Level 2 (3 Yearly)
USC01-02K	Safeguarding Children Level 1 (3 Yearly)
USC02-02K	Safeguarding Children Level 2 (3 Yearly)
USC03-02K	Safeguarding Children Level 3 (3 Yearly)
URE2A-01K	Resuscitation - Adults Level 2 Knowledge
UMH02-01K	Moving and Handling Level 2

FAQ's

1. I am unable to complete the the Covid 19 Risk Assessment competency showing as a requirement on my ESR Record.

The Covid 19 Risk Assessment is carried out at your host organisation and is not an online module for Core Skills Statutory and mandatory training.

At your Host Organisation your Line Manager will send you the risk assessment form to complete. Once your line manager has received the completed form they will have an additional section to complete. This will then be sent to the Lead Employer ESR Team to mark as compliant. Your line manager should be aware that an N3 connection is needed for the e-link for the risk assessment form but there is also an alternative on an excel spreadsheet if this connection is not available.

If there are any problems with this process, please contact gillian.cartwright3@sthk.nhs.uk who can further assist with this matter.

2. My personal information is incorrect on STEP, can these be changed?

All of the personal data on STEP is provided by HEE, so contact the STEP helpdesk and they will amend the data where necessary following security checks.

3. My placement is incorrect on STEP, can these be changed?

All of the placement data on STEP is provided by HEE, so contact the STEP helpdesk and they will verify the placement information and will escalate to HEE.

4. I have completed my training at a higher level so why am I receiving compliance email updates from STEP/local host?

The Core Skills mandatory training courses have been designed as standalone sessions so where there is more than one level of training for a subject, users must complete all levels in order to be fully compliant.

5. I have completed my training on a local training platform, why doesn't it appear on STEP?

ESR and eLFH synchronises training data with the STEP platform on a weekly basis so we recommend using these platforms for your core skills training.

If you are using a different training platform, your local host must update your ESR or STEP profile manually with certificates/completions.