



Mersey and West Lancashire
Teaching Hospitals
NHS Trust

eLfH User Guide - Mandatory Training Modules For Dental Foundation Trainees

How to access CSTF e-Learning on eLfH

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How to log into eLfH

1. Visit <https://portal.e-learning.org.uk> and **log in** using your usual username and password. If you have not used eLfH before or since joining Lead Employer please see the **Quick Start Guide to eLfH**.

Please note: if you are inactive for more than **15 minutes the account will reset and close**. When this happens, you should be able to restart from where you left.

2. Then you need to enrol onto the appropriate courses.

To be completed by **All Dental Foundation Trainees**

- Conflict Resolution - Level 1
- Data Security Awareness - Level 1
- Equality, Diversity and Human Rights - Level 1
- Fire Safety - Level 1
- Health, Safety and Welfare
- Infection Prevention Level 2
- Moving and Handling - Level 1
- Preventing Radicalisation - Awareness of Prevent (Level 3)
- Safeguarding Adults Level 2
- Safeguarding Children - Level 2
- Speak Up - Core Training for all Worker
- The Oliver McGowan Training on Learning Disability and Autism - Part 1 of 2

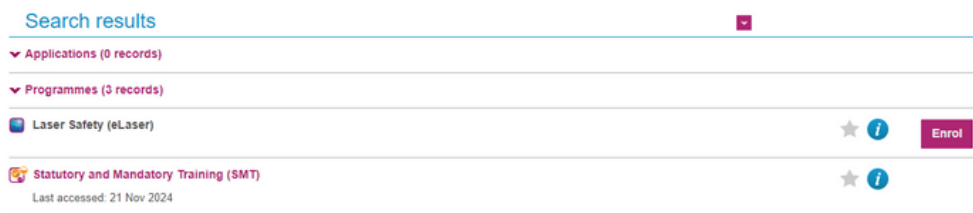
Additional Training that may be required based on rotation:

- Safeguarding Adults - Level 3
- Safeguarding Children - Level 3

3. To enrol:

Search for the course using the search function (search the e-learning box).

Click on the correct course and then click **enrol**.



4. To start the learning module, click the **Play** button.



5. Follow the instructions to complete the module including undertaking the assessment where required.

6. Once you have completed, it will take an overnight refresh of the system to update in ESR.

FAQ's

1. I have not received my log on to eLFH to access my Mandatory Training?

On the eLFH homepage, there is an option to register for an account if you haven't used this system previously. It will prompt you to enter in your work email address. Please make sure that you use the same email address and GMC number as you have in ESR.

2. I clicked a link in eLFH to launch the training, what do I do if I receive an error message?

Try launching the session again. If that fails, log out of the Hub, close all browser windows, then log back in and try the session again. If it still fails, then visit the Technical Checker on the eLFH Help page to give your system a quick once over to see that it is set up correctly for accessing training content. If the Technical Checker gives your system a clean bill of health, then contact the Support Team - Please send a screenshot of the message or copy and include it.

3. Will I get a compliance certificate at the end of my E-Learning completion to add to my personal portfolio?

There are some E-Learning Modules which offer a certificate of completion at the end of the module. This can be screenshot or printed. Once the module has been closed this cannot be re-accessed again. You are however able to access a compliance report via ESR on your "My Learning Page" as proof of evidence of completion.

4. The training I have completed in eLFH is not showing in ESR?

Training completed in eLFH will update in the ESR system overnight. If training is still not showing, please ensure your eLFH record holds your GMC number and the same email address as the one in your ESR account.

Need help?

For issues with completion on eLFH please contact eLFH at support@e-lfh.org.uk