



Mersey and West Lancashire  
Teaching Hospitals  
NHS Trust

## Training Compliance History

# How to download Training Compliance from ESR

## How to log into MyESR

Log into the **MyESR** website: <https://my.esr.nhs.uk/>  
You will be presented with the ESR Hub landing page.



To login, click the **Login to ESR** button.

 **Login to ESR**

2. Enter your **username** and **password** or log in with your **smartcard**.

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](#)

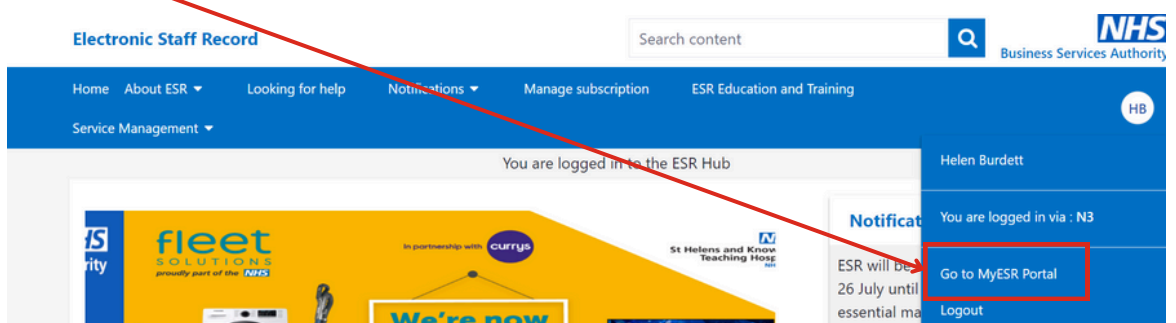
**Log in via Username Password**

**Log in with your Care Identity**

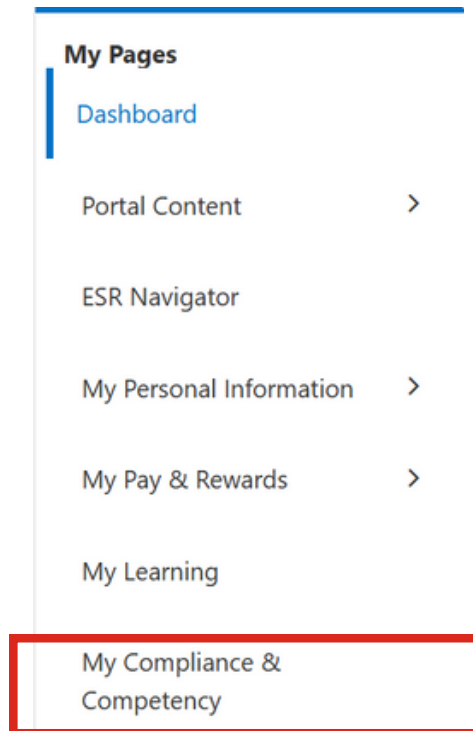
Access ESR via your Care Identity by clicking the 'Log in with my Care Identity' button below

 **Log in with my Care Identity**

3. Once you are logged in, if you have not already done so choose the go to **MyESR Portal** using the link on the right hand side



4. Click on **My Compliance and Competency** - You can find this in the left-hand side of the ESR webpage



5. The screen should look like that below - click on printable page

Compliance and Competency

Enter any changes below. Click Add Competencies to add a new competence, or click Edit to update an existing competence. Click Review and Submit to finalise your changes, or click Back to return to the previous page. Click All Competencies to see a chronology of your competence record. WARNING: If a Competence End Date is not entered when the Competence Profile is updated, a validated End Date will be entered, based on the Competence Renewal Period. If a Competence End Date is entered, this will be saved on the Competence Profile.

Employee Name: Burdett, Miss Helen Clare  
Employee Number: 30620409

Compliance Percentage: 100.0%

Export Printable Page

Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	347 LOCAL CSTF Resuscitation Adult e-Assessment Level 2				No Expiry			
>	347 LOCAL CSTF Resuscitation Paediatric e-Assessment Level 2				No Expiry			
>	409 LOCAL Aseptic Non Touch Techniques -							

6. A new tab will open detailing all your compliance.

7. Go to print in your browser and you should have options to save or print as a PDF.