

How do I cancel a place on a face-to-face class?

- First, log in to ESR <u>https://my.esr.nhs.uk</u>
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service. The **Header** bar contains a **Notifications** icon, which will display a count of open ESR notifications.

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To cancel your class, click on the vellow case icon inder Un-Enrol	
Use the drop-down menu to choose a reason for your cancellation and select Submit. You w	ll then
be successfully cancelled from the course.	
If you need additional help, please contact the Mandatory Training Team	
Monday-Friday, 8am-5pm	
Extension: 54198	
Telephone: 01642 854198	
Email: stees.mandatorytraining@nns.net	