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

- First, log in to ESR https://my.esr.nhs.uk

- 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.

- Select **My Learning** from the sidebar menu on your **My ESR Dashboard**

- Select the **Enrolments** tab. Here, you will find a list of all the face-to-face classes to which you are booked, as well as details about the class.

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- To cancel your class, click on the **yellow case icon** under **Un-Enrol**.

- Use the **drop-down menu** to choose a reason for your cancellation and select **Submit.** You will then be successfully cancelled from the course.

- Click the **Portal** icon in the top right-hand corner of the page to return to the **My ESR Dashboard**.

If you need additional help, please contact the Mandatory Training Team

Monday-Friday, 8am-5pm

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