

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**

Course Name	Status	Item in	Enrolment Status	Completion Date	Score	Move to History	Unenrol	Evaluate	Play
328 Safeguarding Level 2 E-Learning	Completed		Completed	25-Oct-2023					
000 Conflict Resolution Level 1	Passed		Completed	25-Oct-2023					
000 Equality and Diversity and Human Rights Level 1	Passed		Completed	15-Oct-2023					
000 Health, Safety and Welfare Level 1	Passed		Completed	15-Oct-2023					
000 Fire Safety Level 1	Passed		Completed	15-Oct-2023					

- 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.

- 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

Extension: 54198

Telephone: 01642 854198

Email: stees.mandatorytraining@nhs.net