To Play Elearning and Identify competencies that need completing.

The ESR logon page or Dashboard has a group of Portlets. Each has a function.
The Compliance Portlet shows your current compliance and finds any competencies due to expire within the next 3 months.

Click on the drop-down chevron next to 100% to view those competencies coming up.

for renewal or have expired. Once expanded the chevron will point to the right.

An information tab will show explaining how many competencies will expire in the next 3 months.

Each has a radio button along the left-hand side enabling users to select which they wish to complete.

Click on the package and click Play. This will take you direct to the elearning.

Remember to close elearning packages correctly the biggest reason people do

record their elearning is they do not click on the home key at the end of completing elearning.