Title	ESR Education Portal Administration Webinar.
Purpose	To inform users of the ad-hoc Portal Administration Webinar.
Intended Audience	ESR Portal Administrators

SUBJECT

ESR Education Portal Administration Webinar.

DETAIL

The ESR Education Team are pleased to offer a further date for the ad-hoc Portal Administration webinar.

The session will be delivered by the ESR Education Team to provide an overview of the Portal Administration functionality and how it works within ESR.

The webinar will cover the following topics:

- Introduction to Publications
- URP Allocation
- Create a New Publication
- Working with Publications
- Portal Site Administrator URP
- Content Administrator URP
- Content Editor URP
- Web Content Portlets
- Review Changes
- Publish a Publication
- Revert a Publication
- Additional Guidance

The duration of the session will be approximately 1 hour and there is no restriction on the number of delegates that can attend the event.

SCHEDULE

The session is being held on the following date and time:

DATE	TIME
Tuesday 19th August	10.00am – 11.00am

UN3644 2 of 2 4th August 2025	Electronic Staff Record Programme USER NOTICE	**NHS**
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ACTION REQUIRED

This is a Microsoft Teams event; no registration details need to be provided.

To join click on the link below or copy the link into your diary as a reminder.

Click here to join the meeting

Details of this event are also available on the ESR Events Calendar on the ESR Hub.

FURTHER INFORMATION

If you have any questions, please email the ESR Education Team:
esr.is-esrcoursereg@nhs.net

NEXT UPDATE

N/A