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|--|---|---|
| UN3724<br>1 of 4<br>2 <sup>nd</sup> March 2026 | Electronic Staff Record Programme<br><br><b>USER NOTICE</b>             |  |
| <b>Title</b>                                   | ESR Education Schedule (MS Teams) –<br>April 2026                       |   |
| <b>Purpose</b>                                 | To inform ESR users of the Education events scheduled in<br>April 2026. |   |
| <b>Intended Audience</b>                       | All ESR users   |   |

### **SUBJECT**

Further to UN3713 please find below the schedule for the delivery of education events in April 2026. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

### **DETAIL**

Following the continued success of the standard webinar sessions, we are pleased to announce that the online sessions in April 2026 are as follows:

#### **MS Teams Events**

- ESR BI - Creating BI Content
- ESR BI - Customising National BI Content
- HR - New Starters
- HR - Assignment Changes and Leavers
- OLM - Creating Catalogue Content
- OLM - Enrolments and Subscriptions
- Recruitment - Manage Vacancies
- Recruitment - Manage Applicants

Each Webinar will last between 1 ½ and 2 hours and is limited to 20 attendees to enable delegates to ask questions. Questions will be answered during the session where possible, any questions not answered will be followed up after the event.

Detailed joining instructions will be provided following registration.

#### **Ad-Hoc MS Teams Events**

In addition to the standard webinars we will also be offering ad-hoc sessions in April, a separate notice will be issued providing more details.

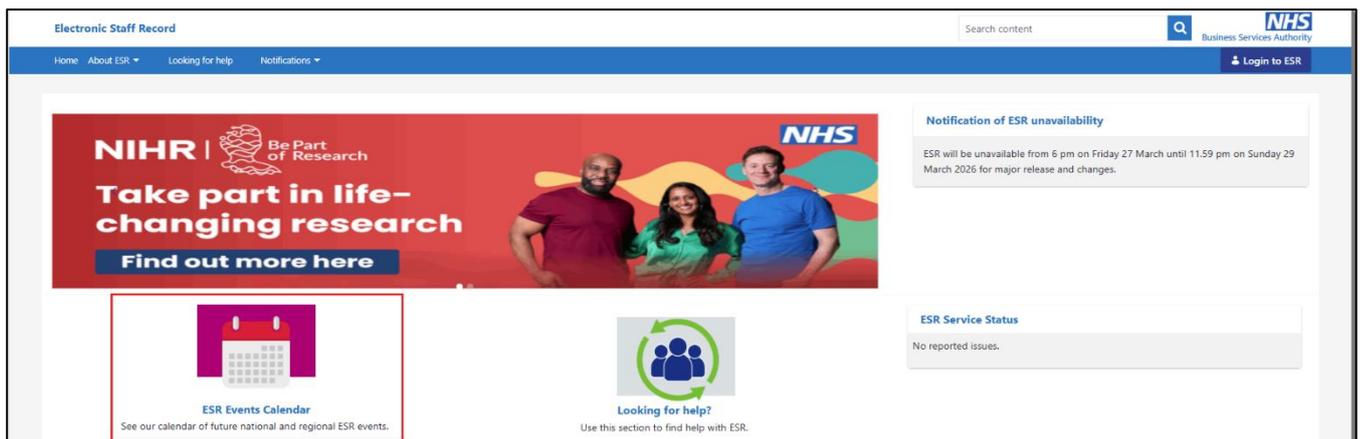
#### **Revision to Face-to-Face Training**

Further to UN3559 we are now accepting expressions of interest for face-to-face training (classroom) sessions for 2026. For full details please see the [ESR Hub](#) for further details.

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## ACTION REQUIRED

To register for an event please access the [ESR Events Calendar](#) on the ESR Hub.



The screenshot shows the Electronic Staff Record (ESR) website. The main navigation bar includes 'Home', 'About ESR', 'Looking for help', and 'Notifications'. A search bar is located in the top right. The central banner features NIHR and NHS logos with the text 'Take part in life-changing research' and a 'Find out more here' button. Below the banner, there are two call-to-action boxes: 'ESR Events Calendar' (highlighted with a red box) and 'Looking for help?'. On the right side, there are two notification boxes: 'Notification of ESR unavailability' and 'ESR Service Status'.

Places will be allocated on a first come, first serve basis and nominations may be restricted to 2 delegates per Employing Authority to help ensure a fair allocation of available places where there is high demand for an event. All places will be confirmed by e-mail within 5 working days.

**PLEASE NOTE:** If you have a confirmed booking and are no longer able to attend an event please email [esr.is-esrcoursereg@nhs.net](mailto:esr.is-esrcoursereg@nhs.net) as soon as possible in order that your place can be re-allocated.

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**SCHEDULE  
APRIL 2026**

| STANDARD WEBINARS – MS TEAMS             | DATE       | TIME              |
|--|------------|-------------------|
| Recruitment - Manage Vacancies           | 14/04/2026 | 10:00am – 11:30am |
| Recruitment - Manage Applicants          | 14/04/2026 | 2:00pm – 3:30pm   |
| HR - New Starters                        | 15/04/2026 | 10:00am – 12:00am |
| HR - New Starters                        | 15/04/2026 | 2:00pm – 4:00pm   |
| ESR BI – Creating BI Content             | 22/04/2026 | 10:00am – 12:00am |
| ESR BI – Creating BI Content             | 22/04/2026 | 2:00pm – 4:00pm   |
| OLM - Creating Catalogue Content         | 23/04/2026 | 10:00am – 12:00am |
| OLM - Enrolments and Subscriptions       | 23/04/2026 | 2:00pm – 4:00pm   |
| HR – Assignment Changes and Leavers      | 28/04/2026 | 10:00am – 12:00am |
| HR – Assignment Changes and Leavers      | 28/04/2026 | 2:00pm – 4:00pm   |
| ESR BI – Customising National BI Content | 30/04/2026 | 10:00am – 12:00am |
| ESR BI – Customising National BI Content | 30/04/2026 | 2:00pm – 4:00pm   |

**Prerequisite: ESR Familiarisation.**

As part of the registration process you will be asked which of the following prerequisite statements apply to the person attending the event:

1. I am a new ESR User and will complete the ESR Familiarisation e-Learning prior to this event.
2. ESR Familiarisation not required - I have some experience of using ESR and can navigate around the system.

If statement 1 applies **please remember** to complete the [ESR Familiarisation](#) e-Learning on the ESR Hub prior to attending the event.

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**FURTHER INFORMATION**

PLEASE NOTE these courses are intended for any new staff within your Employing Authority or those requiring 'refresher' training.

If you have any questions, please email the ESR Education Team:  
[esr.is-esrcourse@nhs.net](mailto:esr.is-esrcourse@nhs.net)

**NEXT UPDATE**

The next communication regarding the ESR Education Schedule will be issued in April 2026.