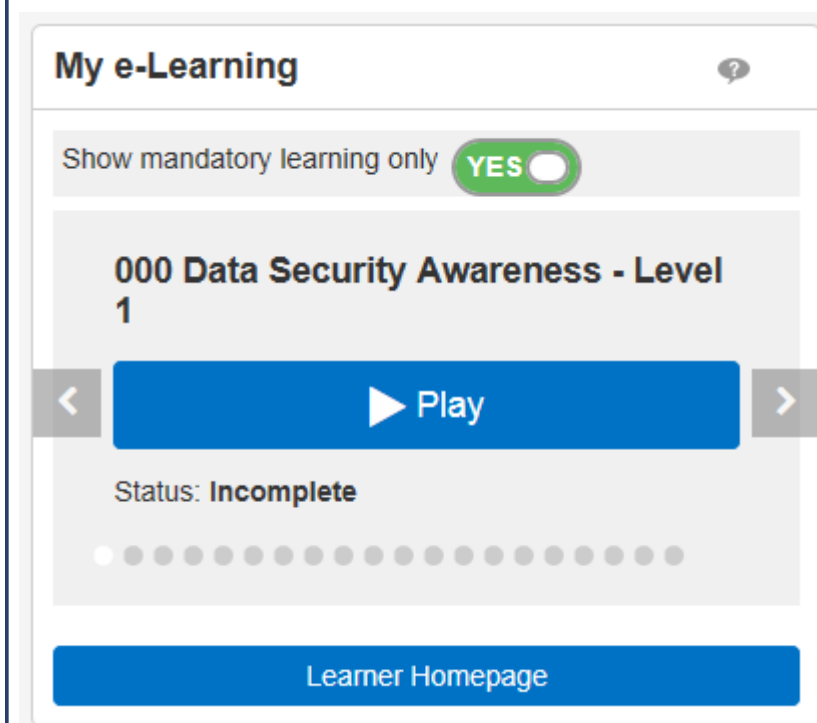


Quick Start Guide to e-Learning in ESR

Play e-Learning

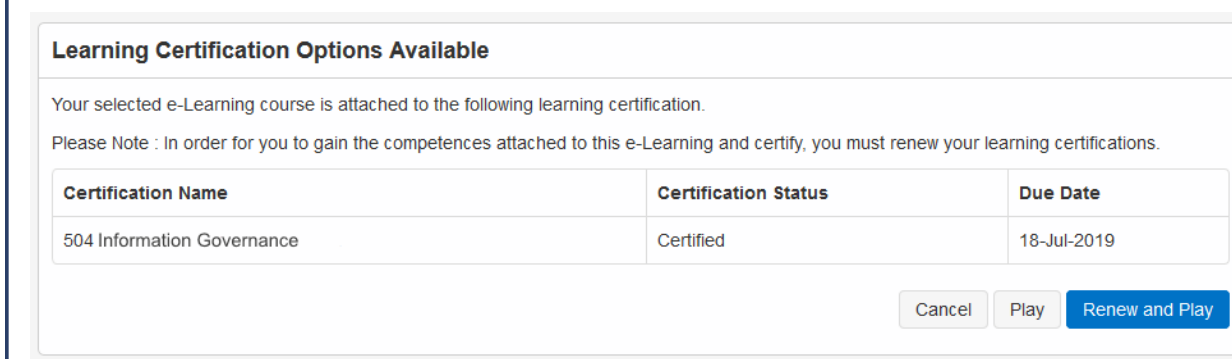
1) Find the My e-Learning Portlet on the My ESR Dashboard.

Where the “Show Mandatory Learning Only” setting is available, selecting Yes will display only e-Learning that will meet your competence requirements. Changing to No will display all of your e-Learning enrolments. The option to “Show Mandatory Learning Only” is displayed when you are enrolled on an e-Learning class which will deliver a competence requirement.



2) A maximum of 20 open e-Learning enrolments are displayed in the Portlet. Navigate through the available enrolments using the arrows until you find the content you want and click the Play button.

3) This will launch the e-Learning in a separate window. Where an e-Learning course is linked to a Learning Certification, there may be additional messages displayed after clicking the Play button. Follow the instructions.



4) Complete the course, some courses have multiple sessions—ensure you play all sessions. Navigate to different sessions by clicking the link.

Outline

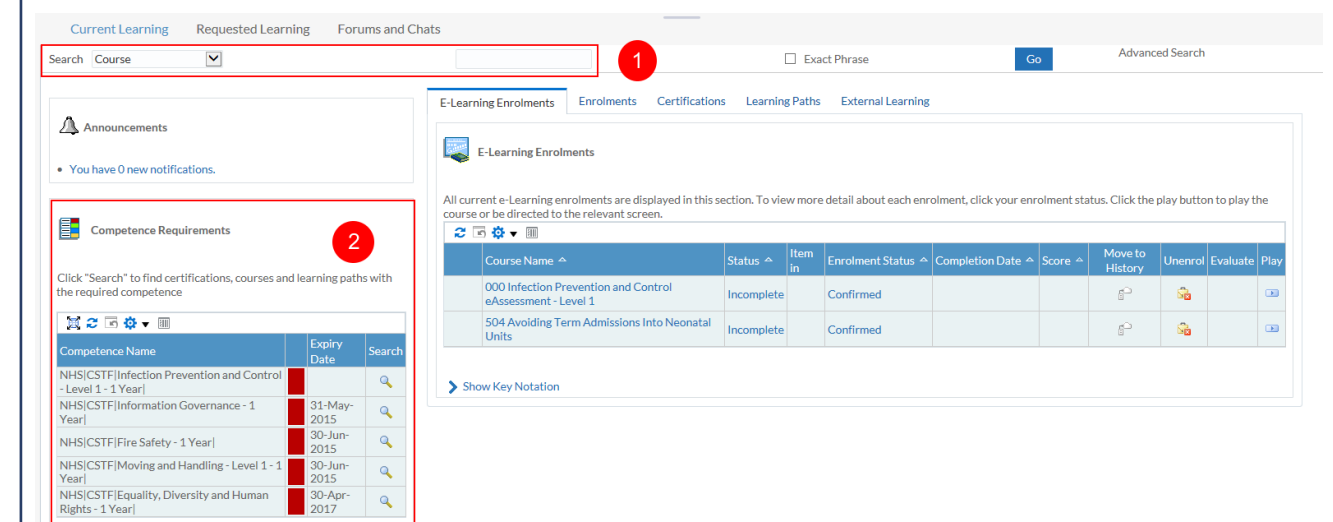
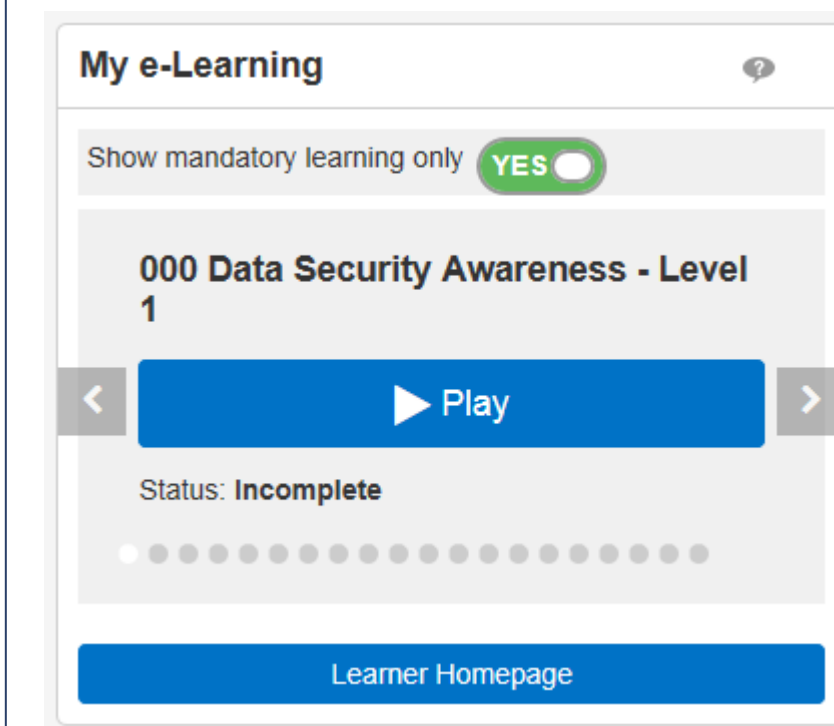
- 000 Data Security Awareness - Level 1
 - 000 Welcome Module
 - 000 Module 1 - Introduction to Data Security Awareness
 - 000 Module 2 - Introduction to the Law
 - 000 Module 3 - Data security: Protecting Information
 - 000 Module 4 - Breaches and Incidents

5) Click the ‘Home’ icon in the top right corner when finished to return to the Portal.



Find Other Learning

Click the Learner Homepage button in the My e-Learning Portlet



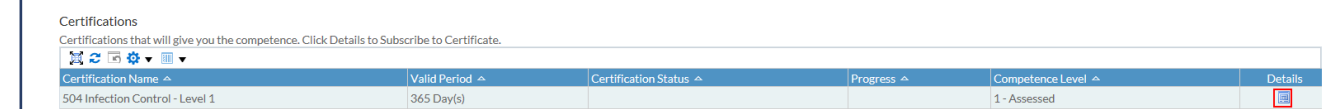
To search for a course, you can use the ‘Search’ field at the top *(1), or the Competence Requirements search on the left *(2).

Searching:

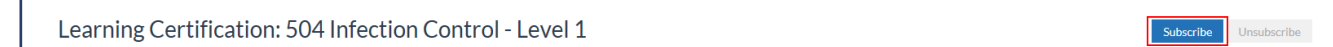
1) Type in a word or short phrase and then click on the ‘Go’ button or click on a search icon in the Competence Requirements section. If you are using the Competence Requirements search, follow all the steps below.

If your competencies are up to date and you are searching for other courses go to Step 5).

2) Click on Details.



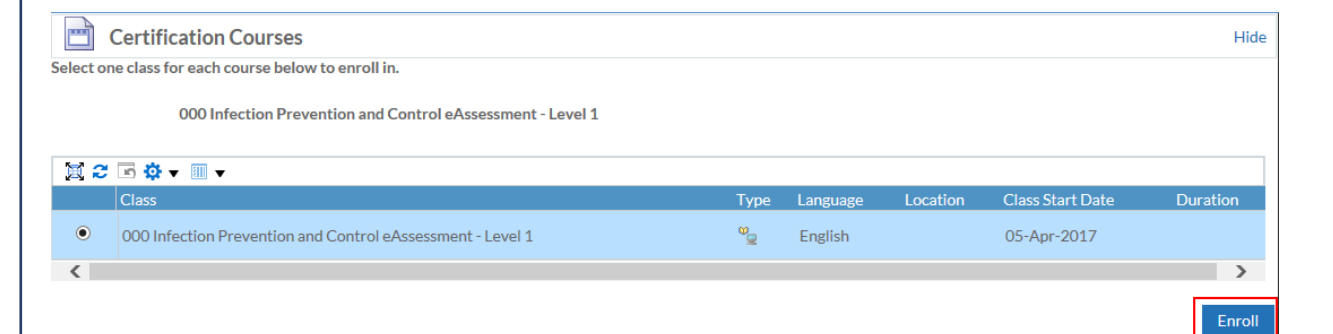
3) If it is a Certification, click on Subscribe



4) Click Finish



5) Click the ‘Enroll’ button



6) Confirm the enrolment by clicking Apply if required

You will now be able to play the course from the Portlet