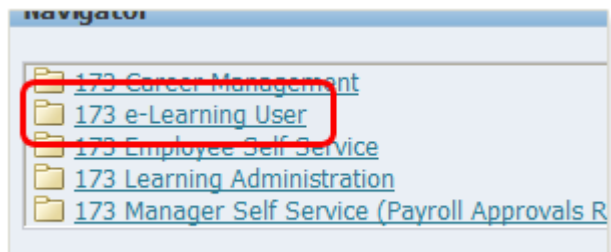


Remote access to e-learning

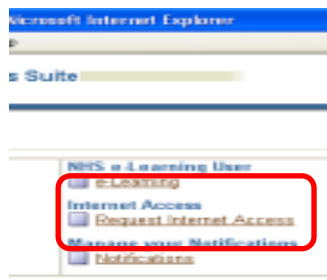
IMPORTANT: Please check that the PC you are using has the correct software installed by clicking this link: <http://www.esrsupport.co.uk/nlms/pccheck.html>

A. Setting up a remote account

- 1) Access the login methods screen by visiting: <http://www.esrsupport.co.uk/nlms/login.html>
- 2) Login to the system by clicking on the Login to ESR . Enter your e-learning username and password.
- 3) Once you have logged in, click onto the e-Learning User link (your screen will display the number 378 in place of '173'):



- 4) Click onto the Remote Internet Access to the right:




- 5) Create a unique username and password (this must be different to the one you use for accessing NLMS at work). Please remember this for future use. Click 'Submit' to apply for remote access. The request is then sent to the ESR team for authorisation. This completes the initial set up. Please allow 24hours for the authorisation to be processed.

B. Login and enrol on the course

- 1) To login into remote access e-learning: <http://www.esrsupport.co.uk/nlms/login.html>
- 2) Login to the system by clicking on the **Login using remote access. Enter your remote access username and password and select 378 e-learning user**
- 3) For a list of approved e-learning courses click [here](#)
- 4) Towards the top of the screen, you can search for courses to enrol onto by typing in a key word. For example, type the word 'refresher' into the box to find the Information Governance refresher module:



- 5) Then click on the **Go** button
 - 6) Click onto the yellow briefcase icon against the course to enrol onto it
- 
- 7) Click the **Apply** button on the right of the screen. A confirmation message will display towards the top of the screen and the course will be added to your list. Please note that only five courses are displayed on screen at a time, so if your new course hasn't appeared you may have to use the **Next 5** button to find it.
 - 8) To play the course, please use section C of these instructions.

Important: You only have to enrol on the course once for it to be available for you to play.

C. Play the course

- 1) Find the course you have enrolled upon in the list. You may have to use the **Next 5** button as only five courses at a time are displayed on the screen.
- 2) Click the **Play** button which is on the right of the course.



- 3) **Important: If there are any security warnings, you must follow the instructions on the next page of this document.**
- 4) **Complete all sections of the course.** Most courses have an outline or status bar on the left side of the page that informs you of which sections have been completed.



- 5) You don't have to complete the whole course in one go, you can return to it later and carry on from where you left off.
- 6) You must click the 'Home' icon at the top right of the screen when you have finished to ensure that your training has been recorded correctly.

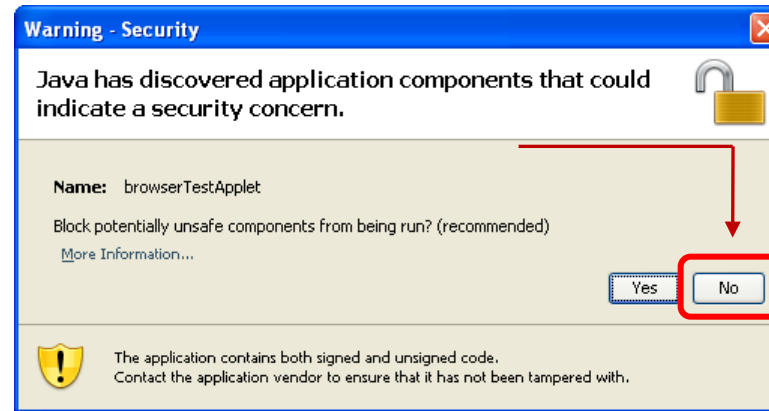


For further information or support with username and passwords contact: Elarning@swyt.nhs.uk

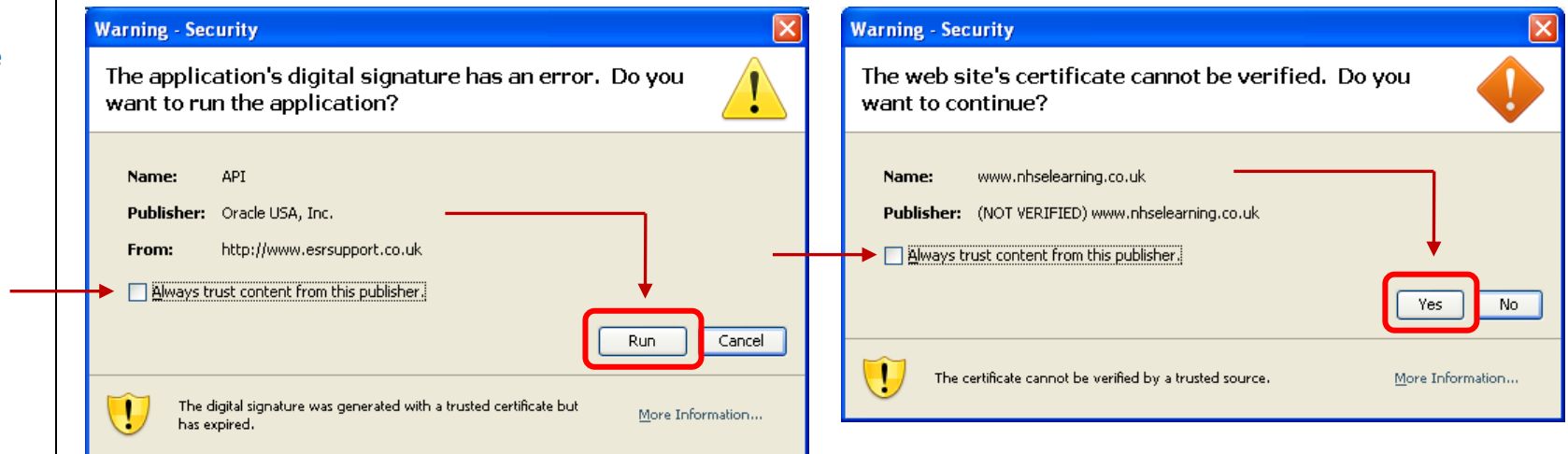
For further support with accessing and playing courses contact: **Angela Wilde on 01226 435765**

Important: Steps to follow if you get security warning messages on your screen

For the following message opposite, it is **vital** that you answer **No** to ensure that your certificate is able to print and your successful completion of the module has been recorded into the system.



For each of the security messages opposite, ensure that you **tick the "Always trust content from this publisher."** box and then press either **Run** or **Yes** as appropriate.



When accessing a module if you see the security message opposite, please press **Yes** to ensure that all of the content displays correctly.

