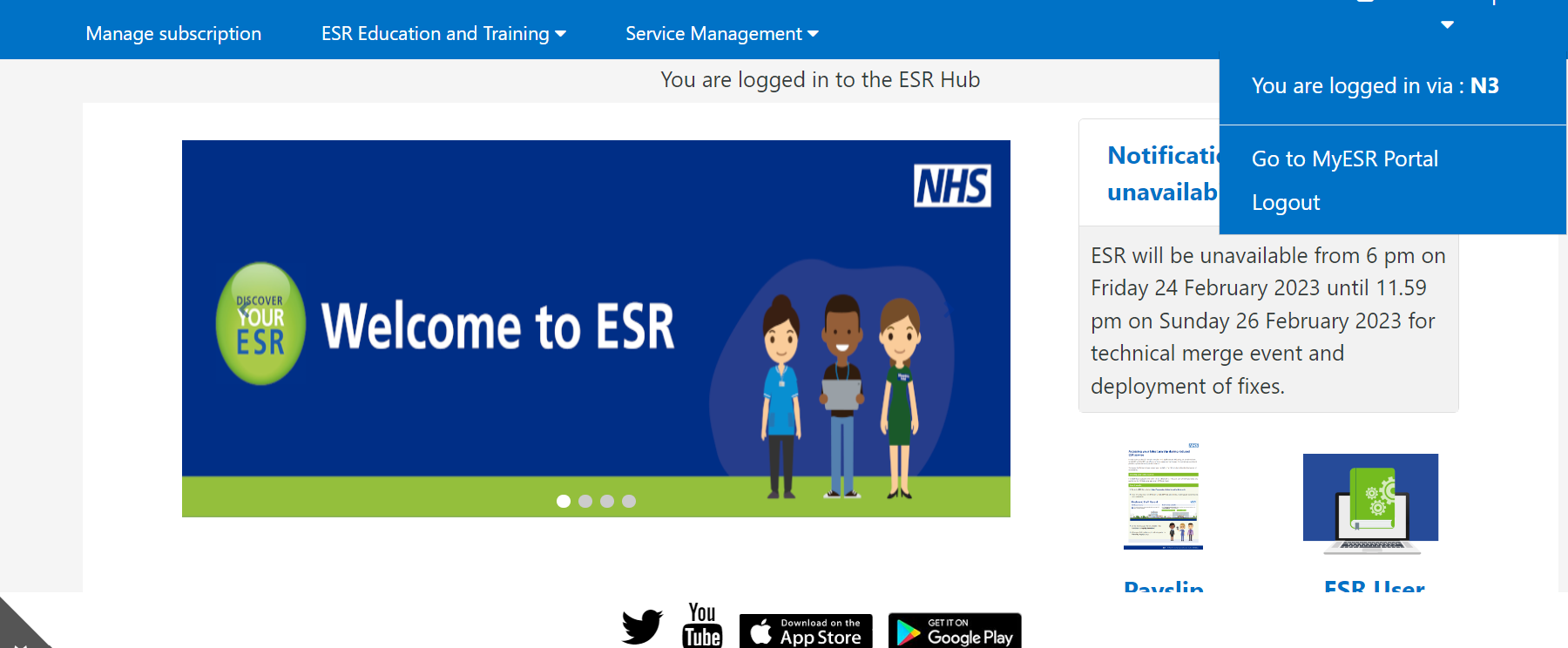
**SOP – How to renew a course certification.**

Please follow the guide below once you have signed into ESR.

1. Click on Go to MyESR Portal.

****

1. Using the list on the left-hand side of the page, click the ‘My Learning’ button.

Graphical user interface, application

Description automatically generatedGraphical user interface, text, application, email

Description automatically generated

1. Locate the below table and using the cursor, click on the certification.
2. You will now see the below table. Find the training you need to renew your certification for.

Graphical user interface, application

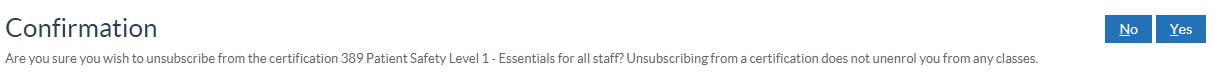
Description automatically generated

1. Click the yellow briefcase button as seen below to unsubscribe from the course.

Graphical user interface, application

Description automatically generated

1. You will then see the below. Click yes.



1. Then go back to MyESR Portal.

**Graphical user interface

Description automatically generated**

1. Follow the steps on the How to Play eLearning Module Guide.