



Digital Learning Survey – NHS Staff

Task/Activity	I know this	I need more practice	I don't know how
Do you know how to access mandatory training online?			
Do you have a work email account?			
Do you know how to access your payslip and TRS? (Total Rewards Statement)			
Do you know how to use Allocate Me?			
Do you know how to access your appraisal online?			
Do you feel confident using ESR? (Electronic Staff Record System)			
Do you have an ESR login?			
Do you know how to create a strong password?			
Are you confident using WORD?			
Are you confident using EXCEL?			
Are you confident using your Trust's systems i.e. MAXIMS, HISS, etc			
Do you know how to access your pension information?			
Do you know how to book annual or other leave online?			