

ESR HOW TO GUIDE – ACCESSING ESR VIA SMARTCARD

Pre-requisites

Before accessing ESR with your smartcard, please ensure the following has taken place.

- You have inserted a working smartcard into your card reader and the pin/password entered correctly.

If you do not have a smartcard or wish to access ESR outside of the Trust, please consult the Accessing ESR via username & password guide.

Step 1 – ESR Link

There are various ways to access the ESR via your smartcard and below are a few of the easiest methods to do so

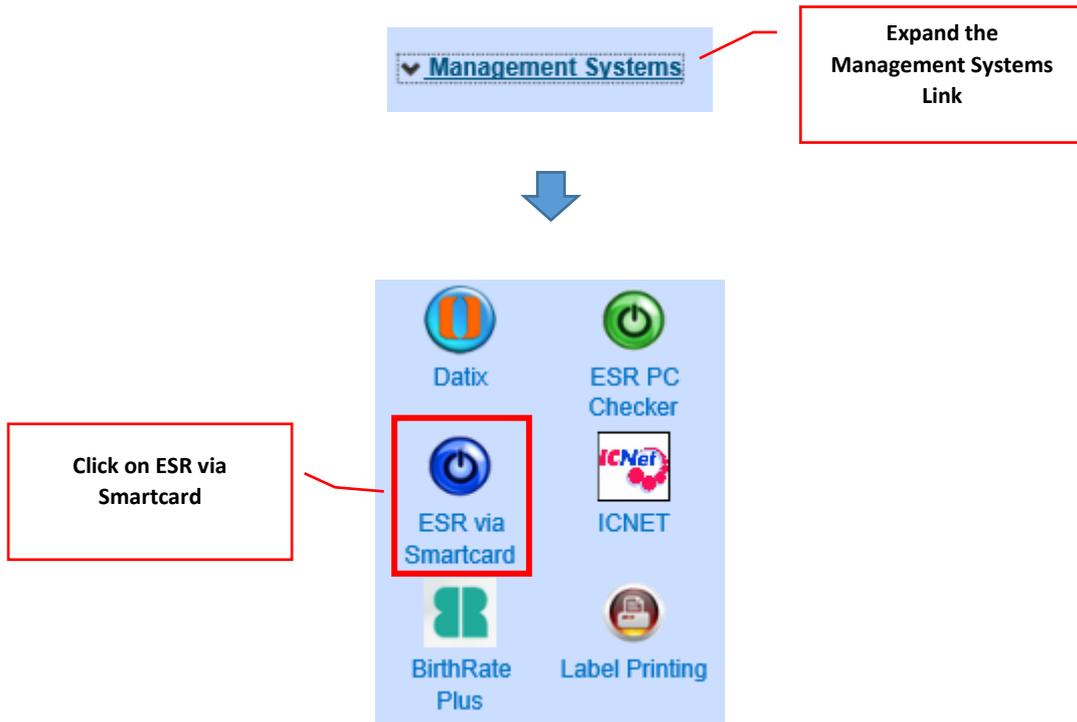
Desktop



Desktop Dashboard



RECAP



STEP 2 – ESR SPLASHPAGE

After using one of the above methods, you will see the ESR Splashpage.

Before clicking on the ESR link again to take you to the ESR Portal page, please take a moment to check the page for any important notifications relating to ESR that could affect you.

