# 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**





# **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.

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STAR	
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Pay Progression	We are rolling out supervisor self service to all Agenda for Change supervisors in early 2020. Find out more Launch ESR (via Smartcard)
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