ESR HOW TO GUIDE:

Accessing ESR via Username & Password

You can access ESR with your username and password internally and externally, using a range of different devices e.g. you can check your payslip on your mobile phone on the go.

Please note: it is recommended that eLearning is completed on a windows PC or laptop. Testing of other devices e.g. iPads is currently underway. We do not recommend completing eLearning on your mobile phone.

This guide will show you how to access ESR if:

1. You have a username and password
2. You need a username and password
3. You need to reset your password e.g. because you have forgotten it

1. If you have a username and password

To access ESR with your username & password enter **https://my.esr.nhs.uk/** into your web browser. e.g. Internet Explorer

Enter your username and password in the relevant fields and click Log in via Username Password

2. Getting a user name and password

If you have a Smartcard

If you already have a smartcard then you can easily set up your username and password using the following steps at a work computer.

Step 1 - Log into the ESR portal using your smartcard.

Step 2 - Click on Manage Internet Access

Step 3 - Make a note of your username and use the reset password functionality to create a password

3. If you don't have a Smartcard

You will need an NHS mail address. (Contact the IT Service Desk if you do not have an NHS mail account.) You can set up your ESR access from inside or outside of the Trust.

Step 1 - Type **https://my.esr.nhs.uk/** into your internet browser.

Step 2 – Click on the link highlighted below.

Step 3 – Enter either of the following options shown below.

NHS Electronic Staff Record

Forgotten | Request Username/Password | Unlock Account

Enter the email address associated with your account and your date of birth, your login details will then be emailed to you. If known, entering your username will enable you to receive details for that account only.

Email* [   ]

(Example : first.last@domain.com)

Date of Birth* [1 ▼] [1 ▼] [2019 ▼]

Date   Month   Year

Username [   ]

[Submit]

REQUEST USERNAME AND RESET PASSWORD
Enter your NHS email and date of birth only (leaving the username section blank) then click Submit. You will receive an email containing your username and a link to reset your password.

RESET PASSWORD ONLY
Enter your NHS email address, your date of birth and, if you have more than one ESR account (ie work for more than one organisation) enter the username associated with the account you would like to reset the password for, then click Submit. You will receive an email containing a link to reset your password.

REQUEST USERNAME AND RESET PASSWORD: you will receive an email containing your username and a link to reset your password.

PASSWORD RESET ONLY: you will receive an email containing a link to reset your password.