

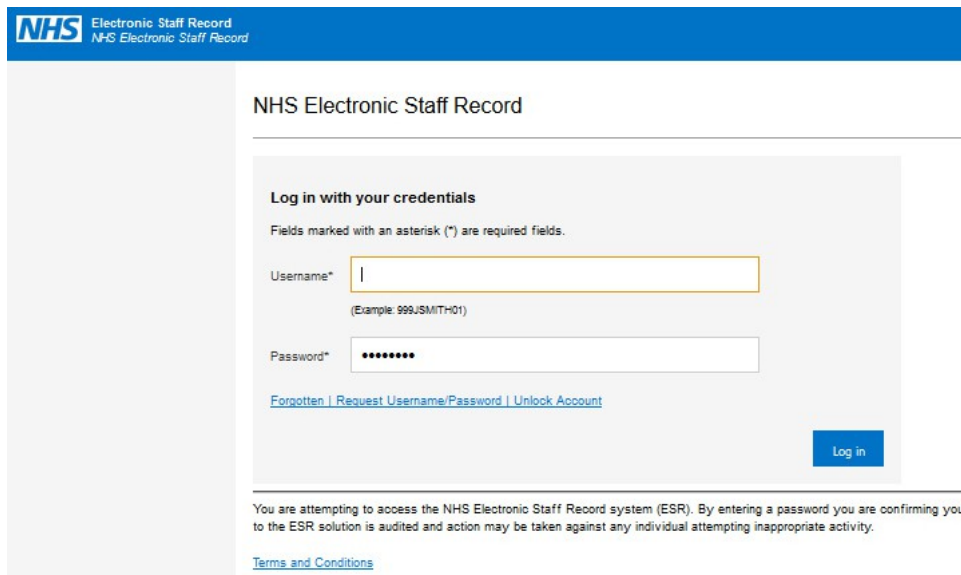
# Setting up and Logging onto Employee Self Service

## 1. How to login to ESR on your home computer/mobile device

- Open the login screen on ESR (Electronic Staff Record) (<https://my.esr.nhs.uk>) or the ESR App on your mobile (available from the App Store for iPhones or Play Store for Android phones).



- Enter your ESR Username (starting 234... ) and password (these are the details you use to access your mandatory training)

A screenshot of the NHS Electronic Staff Record (ESR) login page. The page has a blue header with the NHS logo and the text 'Electronic Staff Record' and 'NHS Electronic Staff Record'. Below the header, the page title is 'NHS Electronic Staff Record'. The main content area is titled 'Log in with your credentials' and includes a note: 'Fields marked with an asterisk (\*) are required fields.' There are two input fields: 'Username\*' and 'Password\*'. The Username field has a placeholder character 'I' and an example '(Example: 999JSMITH01)'. The Password field is filled with dots. Below the fields are three links: 'Forgotten', 'Request Username/Password', and 'Unlock Account'. A blue 'Log in' button is located at the bottom right of the form. At the bottom of the page, there is a disclaimer: 'You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.' and a link to 'Terms and Conditions'.

## 2. How to login to ESR on a work computer

- Open the login screen (<http://intranet/ESR/>)

- Use the ESR log in button
- If you are a Smartcard user – insert your card and enter the code
- If you are an ESR user – insert your User name and Password

### 3. Requesting your Username and/or password (Remote/Internet Access)

If you are a Smartcard user and do not know your ESR login details:

- Login into ESR on your work computer using your Smartcard
- Click 'Manage internet Access'

Your ESR Username is shown and you can then click on 'Reset Password'

- Enter 'New password' (This must be 8 characters long, with no repeating characters and contain at least one character and one number).

Request Internet Access

TIP Please enter a new password of your choice to enable access to internet enabled URPs. You will also need to use your existing ESR username, as shown below.

ESR Username 234

\* New Password

\* Retype Password

Status Approved

[Password Policy](#)

- 'Retype password'
- Click on 'Submit'
- Remember your ESR username – which starts '234....', and your password

#### 4. Resetting your password

- Click on the Forgotten | Request Username/Password | Unlock Account link. Users are now only required to enter their email address and date of birth in order to receive an email containing their username and a link to reset their password.

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\*

Date Month Year

Username

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)

- If you experience any difficulties obtaining your username and password email [esrsystemadmin@nnuh.nhs.uk](mailto:esrsystemadmin@nnuh.nhs.uk). This can only be done if you are resetting your password at Work and are able to log back in using a Trust computer.