

## NDHT My ESR Portal – How to Set Up Internet Access From Any Device

Once you have logged onto the ESR Portal for the first time, you can set up access to enable you to log into ESR from a Trust PC, home PC, mobile phone, tablet or App

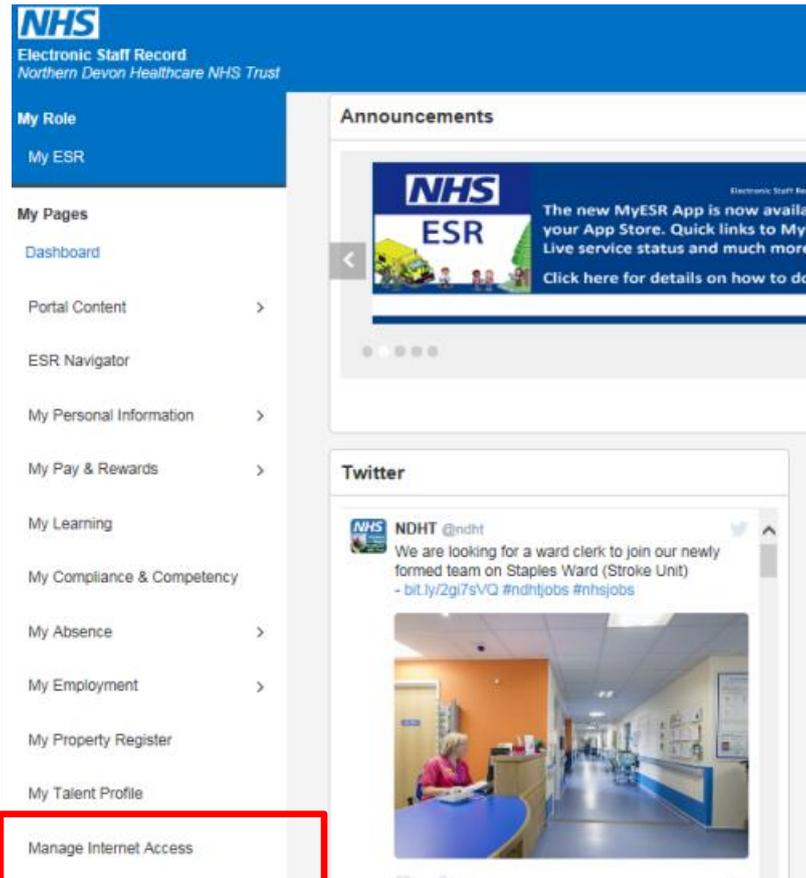


1 If you have logged in using a username and password, you can now use these details to access ESR from any device

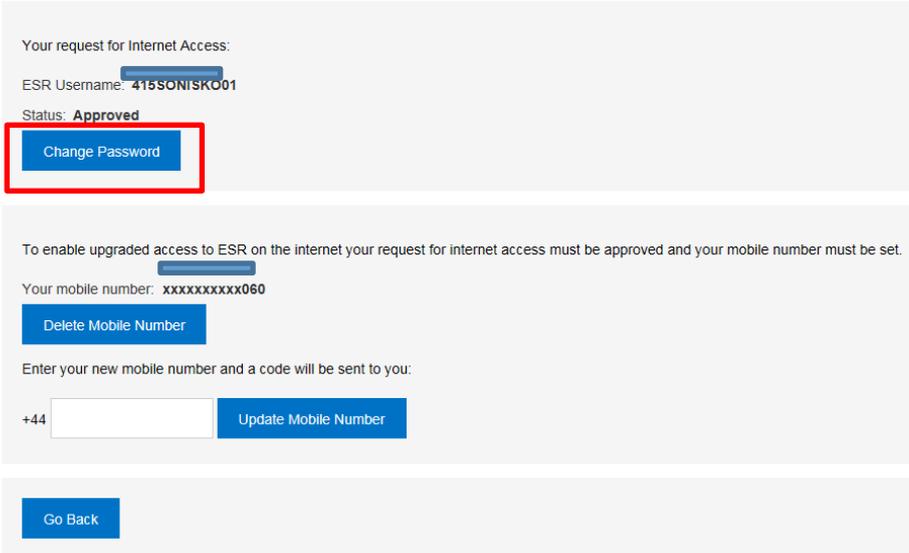
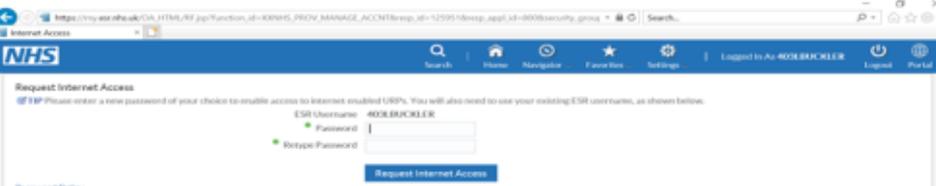
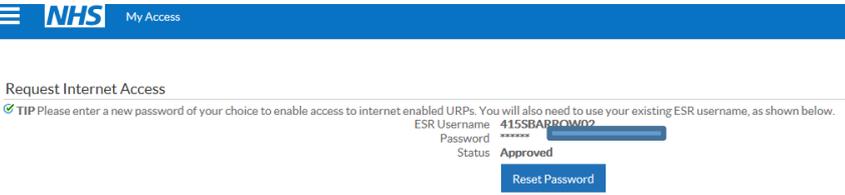
If you have logged in using a Smartcard, you need to create a username and password to access ESR from any device

Whilst logged into ESR, click **Manage Internet Access**

You are able to access ESR at <https://my.esr.nhs.uk> from home or your smartphone through the “My ESR” app available on the Google Play and Apple store.



The screenshot displays the NHS Electronic Staff Record (ESR) portal. On the left, a navigation menu lists various options, with 'Manage Internet Access' highlighted in a red box. The main content area features an 'Announcements' section with a banner for the MyESR App, stating 'The new MyESR App is now available on your App Store. Quick links to MyESR, Live service status and much more. Click here for details on how to download the app.' Below this is a 'Twitter' section showing a tweet from NDHT @ndht: 'We are looking for a ward clerk to join our newly formed team on Staples Ward (Stroke Unit) - bit.ly/2gi7sVQ #ndhtjobs #nhsjobs' with an image of a hospital ward.

<p><b>2</b> Click <b>Change Password</b> or <b>Reset Password</b> on this and the next screen to access the password reset screen and follow the instructions to create your password.</p> <p>Ignore the lower half of the screen as upgraded ESR access is not currently live at NDHT</p> <p>Your password reset screen will look like the example to the right</p> <p>Make a note of your Username as this will be required to login later</p>	<h3>Manage Internet Access</h3>   <p><b>Password rules:</b></p> <ul style="list-style-type: none"> <li>• Passwords must be 12 characters or more in length</li> <li>• Cannot be the same as any of your previous 4 passwords</li> <li>• Certain words and terms are not permitted within passwords. You should avoid using words associated with the system, your roles, or your locality</li> </ul>
<p><b>3</b> When your password has been verified, you will see this confirmation screen. You are now ready to use this username and password to access ESR from any device</p>	
<p><b>4</b> How do I access from home on the internet?</p>	<p>Go to <a href="https://my.esr.nhs.uk">https://my.esr.nhs.uk</a> in your internet browser and you can use your username and password to login.</p> <p>Alternatively, search for the <a href="#">MyESR App</a> n Google Play or the Apple App Store to download the App to your mobile device.</p>
<p><b>5</b> If you have any problems with any of the above, please email <a href="mailto:ndht.esrsupport@nhs.net">ndht.esrsupport@nhs.net</a></p>	