

## NDHT Quick Start Guide to My ESR Portal

My ESR Portal is where you access your payslips, P60s and Total Reward Statement. It also gives you self-service access to your employment information (e.g. bank details, home address, next of kin and protected characteristics) to view and update selected items.

**Please ensure you don't share your login details with anyone else as this will give them access to your personal information and protected characteristics.**

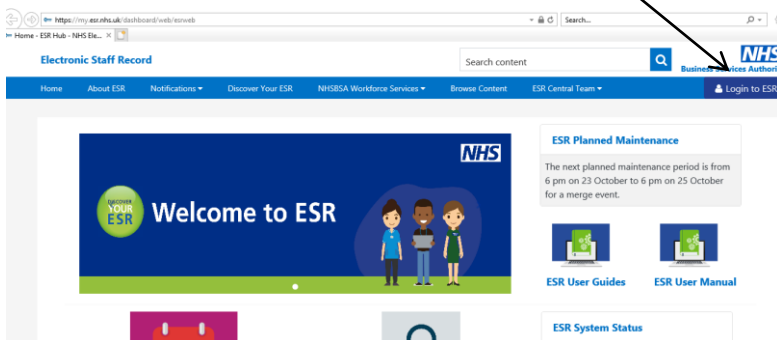
**Important to note: Users shouldn't attempt to guess their ESR username – it isn't the same login as PC logins or other systems.**

**Professional Users who login via your SmartCard** (for example Payroll and HR staff) please log in via your Smartcard and follow the instructions on Page 6

From a NDHT pc, click the My ESR Portal in Zenworks Weblinks

If logging in from home or a non-NDHT pc, login to ESR at <https://my.esr.nhs.uk>

This will open the ESR Hub, click on  at the top right of the webpage



If you are a first time user, have retired and returned or have forgotten your username or password, click the [Forgotten | Request Username/Password | Unlock Account](#) link (marked in picture below)

## NHS Electronic Staff Record

### Log in with your credentials

Fields with an asterisk (\*) are required fields

Username\*

(Example: 999JSMITH01)

Password\*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

Log in via Username Password

### Log in with your Smartcard

Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

Log in via Smartcard

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate

[Terms and Conditions](#)

The link will take you to the following screen:

## 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.

Email\*

(Example: first.last@domain.com)

Date of Birth\*




Date Month Year

Only required if you have more than one NHS Employer and wish to reset a specific account. If known, enter your ESR username to receive details for this account only.

Username

Submit

Enter your **work** email address e.g. [Joe.Bloggs@nhs.net](mailto:Joe.Bloggs@nhs.net) and your date of birth then click **Submit**. DO NOT enter your Username here, this will be contained in the email you receive along with a link to set up / reset your password. See example email below

From: Production Workflow, ESR (NHS ELECTRONIC STAFF RECORD)  
To: ONISKO, Scott (NORTHERN DEVON HEALTHCARE NHS TRUST)  
Cc:  
Subject: FYI: ESR Login Details

The following user account is associated with your email address:

Organisation: 415 Northern Devon Healthcare  
Username: 415PPAYROL01

You can now login:  
<https://my.esr.nhs.uk>

or reset your password:  
<https://my.esr.nhs.uk/userselfservice/reset?params=MK30HhowJkO1dCV7YVL2.YIvpk7oHIN9N.vvJr3U3Ravo.9Au.pvSswE1vNRI8r832TR8vTpe7WpV1fAOaOA&isPilot=Y>

This email can be ignored if you did not submit the user name lookup request.  
The password reset link is only active for 4 hours.

Click the blue underlined 'reset your password' link to see the password reset page:

## NHS Electronic Staff Record

Update Password

Fields with an asterisk (\*) are required fields

Please enter your username and password below. The password you enter below will be used to replace your old password

Username\*

(Example: 999JSMITH01)

Password\*

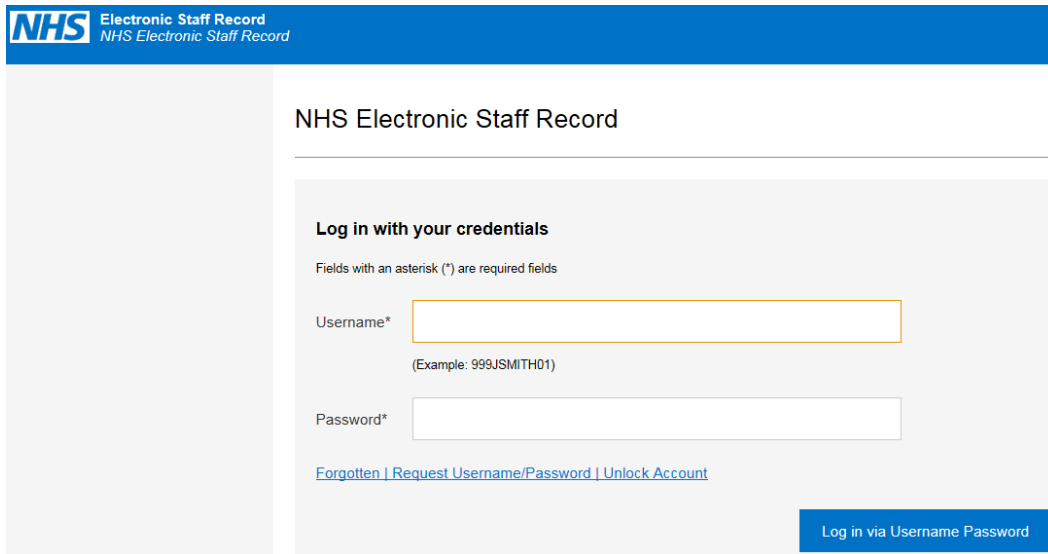
Confirm Password\*

[Confirm Password](#)

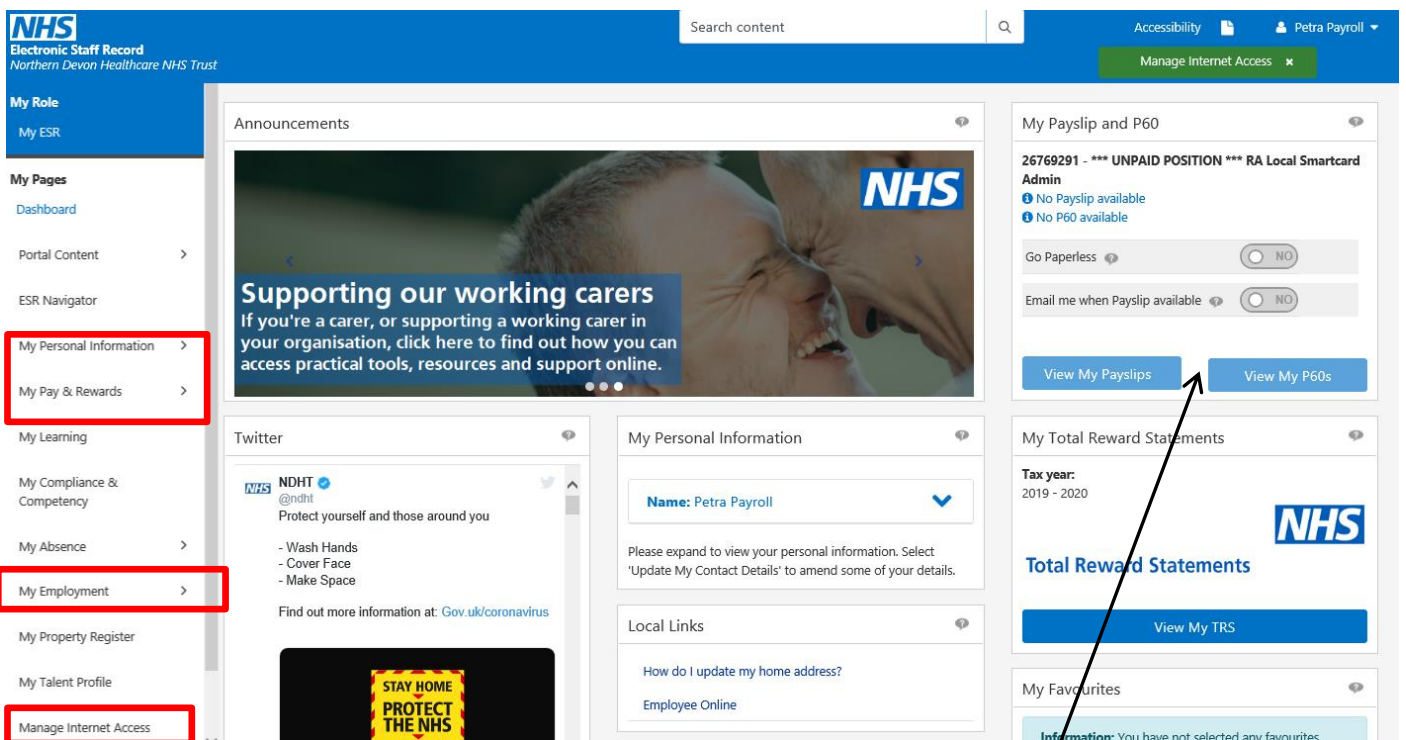
Input your Username as detailed in the email and enter your new password in the next 2 boxes to confirm. Make a note of your Username and password. Here are the password rules:

- Passwords must be 12 characters or more in length
- Cannot be the same as any of your previous 4 passwords
- Certain words and terms are not permitted within passwords. You should avoid using words associated with the system, your roles, or your locality

You will then be taken to the login screen where you can enter your Username and password to Login:



Once logged in, you will be presented with your ESR portal page:



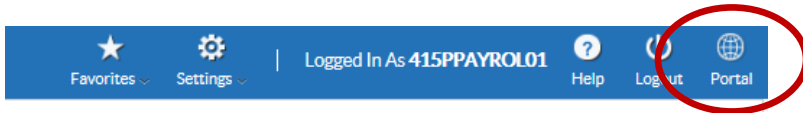
Only **My Pages** highlighted in red above are currently used by NDHT. **N.B.** other sections may contain data that, whilst accurate, is not current

From this screen, you can easily view and print your current and historical payslips and P60s

**N.B.** NDHT use STAR for training and Employee Online for absence recording, links found in Zenworks

Feel free to navigate around the portal but remember that this is a live system so any changes you make will automatically update your personnel record

To navigate back to My ESR Portal from anywhere in the system, select **Portal** at the top right of your screen



Now that you are logged in, you can login from home and mobile devices, by visiting <https://my.esr.nhs.uk>

You can also download the MyESR App from the Google and Apple App stores

## Smartcard Users

Whilst logged in for the first time you should click on Manage Internet Access in the bottom left-hand corner of the screen.

My Employment

My Property Register

My Talent Profile

Manage Internet Access

Click **Change Password** or **Reset Password** on this and the next screen

Please ignore the lower half of the screen as upgraded ESR access is not currently live at NDHT

### Manage Internet Access

Your request for Internet Access:

ESR Username: 415SONISKO01

Status: **Approved**

**Change Password**

To enable upgraded access to ESR on the internet your request for internet access must be approved and your mobile number must be set.

Your mobile number: xxxxxxxxxxx060

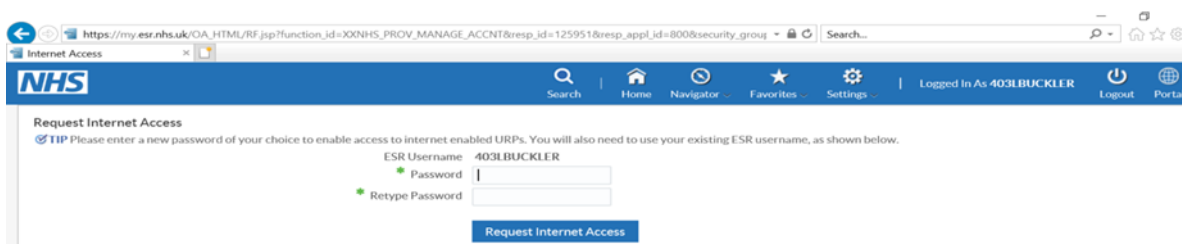
**Delete Mobile Number**

Enter your new mobile number and a code will be sent to you:

+44  **Update Mobile Number**

**Go Back**

You will be taken to the screen below. Here you can view your username and set up a password, see Page 2 for password rules. Now you can login via the username and password route at home and on mobile devices.



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: 403LBUCKLER

• Password

• Retype Password

**Request Internet Access**

If you have any problems with this process, [click here to see the "FAQ and troubleshooting" link on the My ESR Portal page on Bob](#)

If you are still unable to resolve your issue, please email [ndht.esrsupport@nhs.net](mailto:ndht.esrsupport@nhs.net)