

How to Access Your Employee Self Service (ESS) Username and Password

Login to ESR using one of the following:

The **ESR app** on the intranet



The **My ESR** internet link

<http://my.esr.nhs.uk>

The **My ESR** app from a mobile or tablet device



When the login screen appears click the [Forgotten | Request Username/Password | Unlock Account](#) link located under the Password box.

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

Password*

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

When prompted, enter your **NHS.net email** address along with your **date of birth** and then click **Submit**.

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



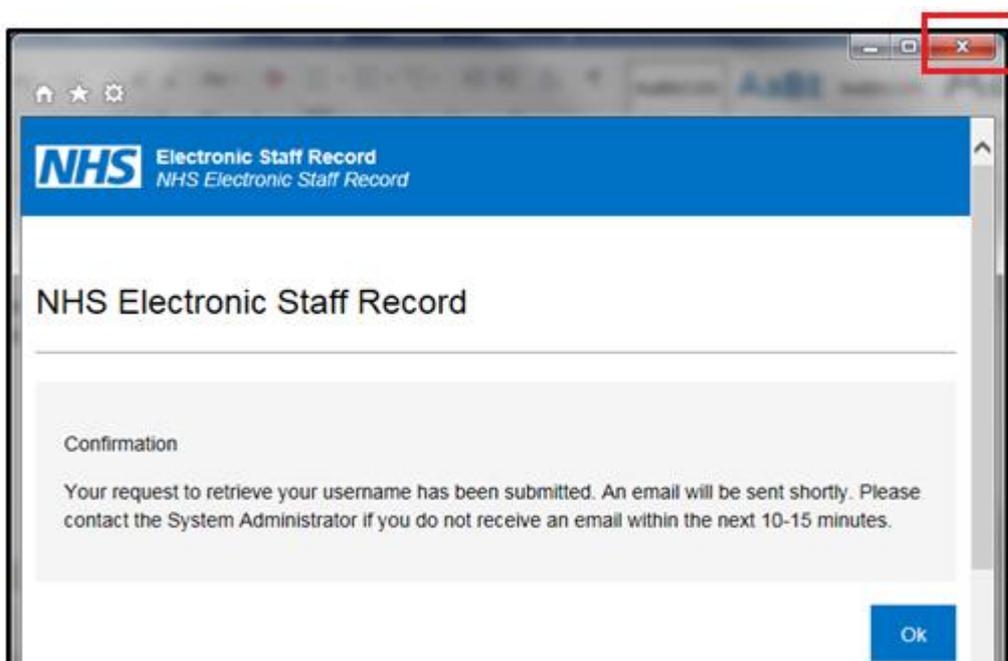
You do not need to enter your **Username**.

Your username will be included in the automated email.

Your login credentials, including your username, will then be emailed to your NHS.net email address.

Please note there can be a brief delay to your credentials coming through as this is an automated process.

When the below screen appears close the screen by clicking on the **X** and check for an email from Production Workflow, ESR (NHS ELECTRONIC STAFF RECORD) in your NHS.net email account.

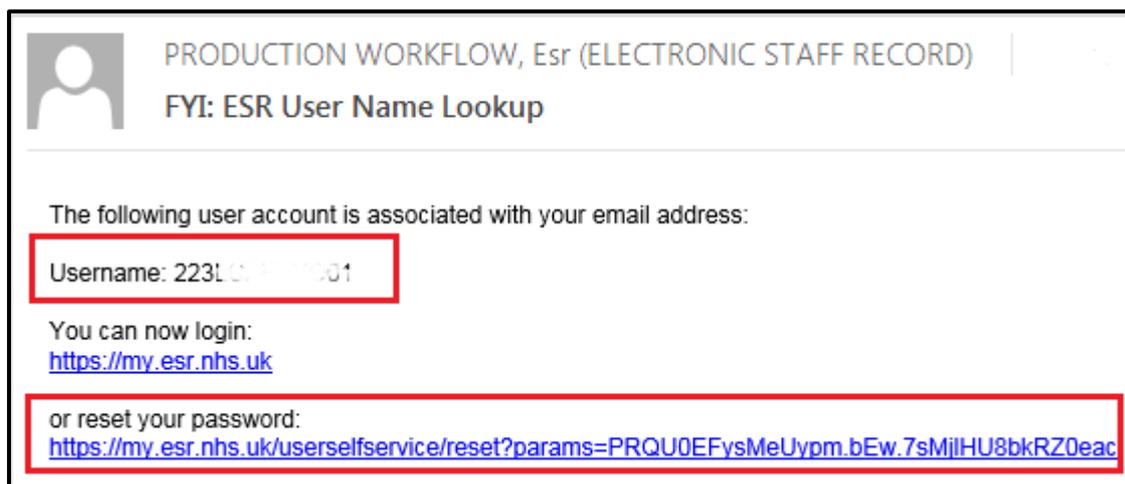


If you click **OK**, you will be directed back to the login screen.

Close the login screen and follow the link in your email

Once you receive the email with your login credentials, **make a note of your username** as this will be required every time you login to ESR and will also be required when you are prompted to create your password.

Click the **Reset your password** link to setup your password.



When prompted, enter your **Username**.



Your username will begin 223 followed by the first letter of your first name, first 6 letters of your surname, and end with 2 numbers.

In the **Password** section you will be able to create a new password which must:

- Contain a minimum of 8 characters
- Not contain your first name, surname or user name
- Not contain more than 3 sequential numbers or characters eg 1234 or abcd
- Not contain special characters "()*<./~\:

Once completed click the **Confirm Password** button.

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*

You will now be able to gain access to your ESR Employee Self Service Account.