How to Update Your Telephone Number

Login to ESR using one of the following:

The Sath app on the intranet	The My ESR internet link	The My ESR app from a mobile or tablet device
NHS ESR	**http://my.esr.nhs.uk**	**NHS ESR**

Access the **Personal Information** menu via one of the following from the **Portal**:

The **Navigator** Menu

My Pages
Dashboard
Portal Content >
ESR Navigator

Navigator
📁 223 Employee Self Service (Limited Access)

My Personal Information
📄 Personal Information
📄 Contacts

The **My Personal Information** Portlet

My Personal Information 💬

Name: Sally Sath ›

Address: 1 Somewhere Street
Any Town, County,
AB12 3CD

Home: 01232 789876
Mobile: 07898 234567
Email: Sally.Sath@nhs.net
Position: Position Title

Update My Personal Information

From the Personal Information screen select **Update** under the **Phone Numbers & Personal E-Mail**.

Personal Information

Employee Name	Sath, Mrs. Sally
Employee Number	01234567

Phone Numbers & Personal E-Mail

Update

Home	01232 456987
Mobile	09878 654123

Use the dropdown under **Type** to select relevant type of number. If changing a number enter the new number within the **Number** field.

Type △	Number	Delete
Home	01323 654456	🗑
Mobile	09878 654123	🗑

If a new row is required, click the   icon.

If a number is to be deleted click the   icon to delete the row.

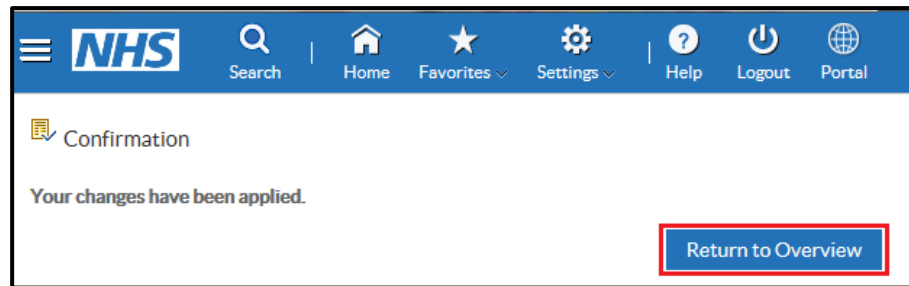Review changes indicated by blue icon and click **Submit**.

🔵 Indicates Changed Items.

Phone Numbers

	Current	Proposed
Home	01232456987	01323 654456 🔵
Mobile	09878 654123	09878 654123

Cancel   Printable Page   Back   Submit

Select **Return to Overview** to return to return to the **Personal Information** screen.

Please note that personal e-mail addresses stored under this section cannot be used for receiving notifications from ESR or a registered e-mail address to receive password or username notifications when accessing ESR.