

How to Update Your Telephone Number

Login to ESR using one of the following:

<p>My SaTH App</p> <p>http://tiny.cc/mysath</p> <p>A bespoke enterprise App that is published with Apple and Android.</p>	<p>The ESR app on the intranet</p> 	<p>The My ESR internet link</p> <p>http://my.esr.nhs.uk</p>	<p>The My ESR app from a mobile or tablet device</p> 
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Access the **Personal Information** menu through the **My Personal Information Portal**:

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.

	Current	Proposed
Home	01232456987	01323 654456
Mobile	09878 654123	09878 654123

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

Search | Home | Favorites | Settings | Help | Logout | Portal

Confirmation

Your changes have been applied.

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.