How to Update Your Telephone Number

Login to ESR using one of the following:

My SaTH App **http://tiny.cc/mysath** A bespoke enterprise App that is published with Apple and Android.	The **ESR app** on the intranet **NHS ESR**	The **My ESR** internet link **http://my.esr.nhs.uk**	The **My ESR** app from a mobile or tablet device **NHS ESR**

Access the **Personal Information** menu through the **My Personal Information Portal**:

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

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

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**.

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.

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