

How to Log in to ESR

You can access ESR on any laptop, PC, tablet or phone using Windows, Apple or Android, however we recommend a Windows 10 laptop for the best experience.

- 1. Click this link or type this address into your web browser: <u>https://my.esr.nhs.uk/</u>
- 2. On the ESR Hub page, click [Login to ESR] in the top right-hand corner:

Electronic Staff Record		Search content	Q Business Services Authority
Home About ESR 🔻 Lookir	ng for help Notifications 🔻		Login to ESR

3. Type in your username and password and click [Log in via Username Password]:

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

4. If you do not know or have forgotten your username and/or password, click the <u>Forgotten | Request Username/Password | Unlock Account</u> link, fill in your Email address^A and your Date of Birth, and 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.		
Email*		
(Example : firstLast@domain.com)		
Date of Birth* 1 2021 V		
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		

- 5. You will receive an email with your username and a link to reset your password.
- 6. You will be prompted to change your password after a reset, the password rules are:
 - Must be a minimum of 12 characters
 - May not be the same as any of your previous 4 ESR passwords
 - Commonly used passwords, such as "password1", are not allowed

^A Staff, students, and contractors, this is your NHS.net email address provided to you by YAS. Volunteers, please use the personal email address that we use to communicate with you.

** If you need help logging in to ESR, please email <u>yas.esr@nhs.net</u> ** and state your Name and ESR number in the email

How to Log in to ESR – Smartcard users only

1. Insert your Smartcard, type in your passcode (PIN) when prompted, and click [OK]:



2. On the ESR login page, scroll down and click [Log in with my Care Identity]:



3. You will be prompted to select your preferred login method, choose Smartcard, tick Remember my selection, an click [Continue]:



Important: Smartcard users who want to access ESR with a username/password from your personal home computer, tablet or mobile phone:

- Must first login to ESR on a YAS Windows laptop or PC using your Smartcard
- Once logged in, click Manage Internet Access × [Manage Internet Access] and follow the instructions to set-up your username and password for the first time

** If you need to renew your Smartcard, please log a job with the IT Support Portal **