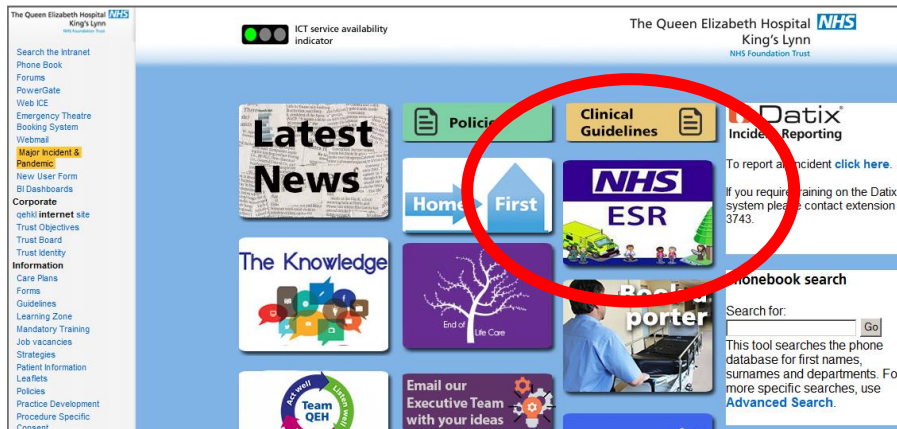


# 1 ACCESS TO ESR

Logging into the system the first time

Go to the QEH Intranet and click on the ESR button on the Home Page:



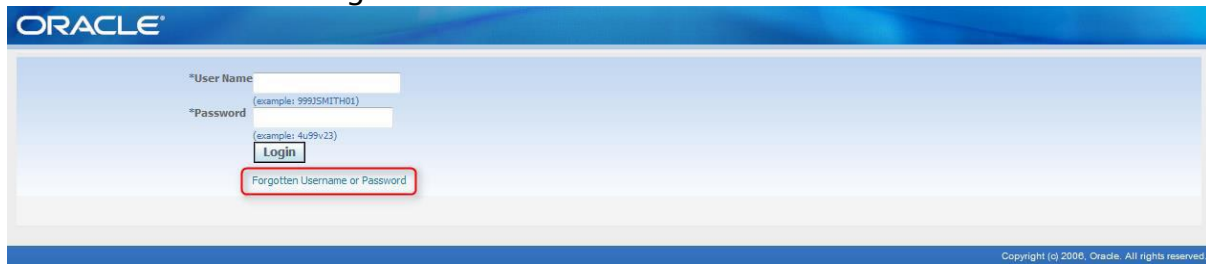
Or you can visit: <https://my.esr.nhs.uk/> from any machine / device.

ESR login screen will automatically launch.

A screenshot of the NHS Electronic Staff Record (ESR) login screen. The page has a blue header with the NHS logo and 'NHS Electronic Staff Record'. The main content area is titled 'NHS Electronic Staff Record' and contains two login options. Option 1.1, 'Log in with your credentials', includes fields for 'Username\*' and 'Password\*', a link for 'Forgotten Username or Password', and a 'Log in via Username Password' button. Option 1.2, 'Log in with your Smartcard', includes instructions and a 'Log in via Smartcard' button. At the bottom, there is a disclaimer about the Computer Misuse Act 1990 and links to 'Terms and Conditions' and 'Password Policy'.

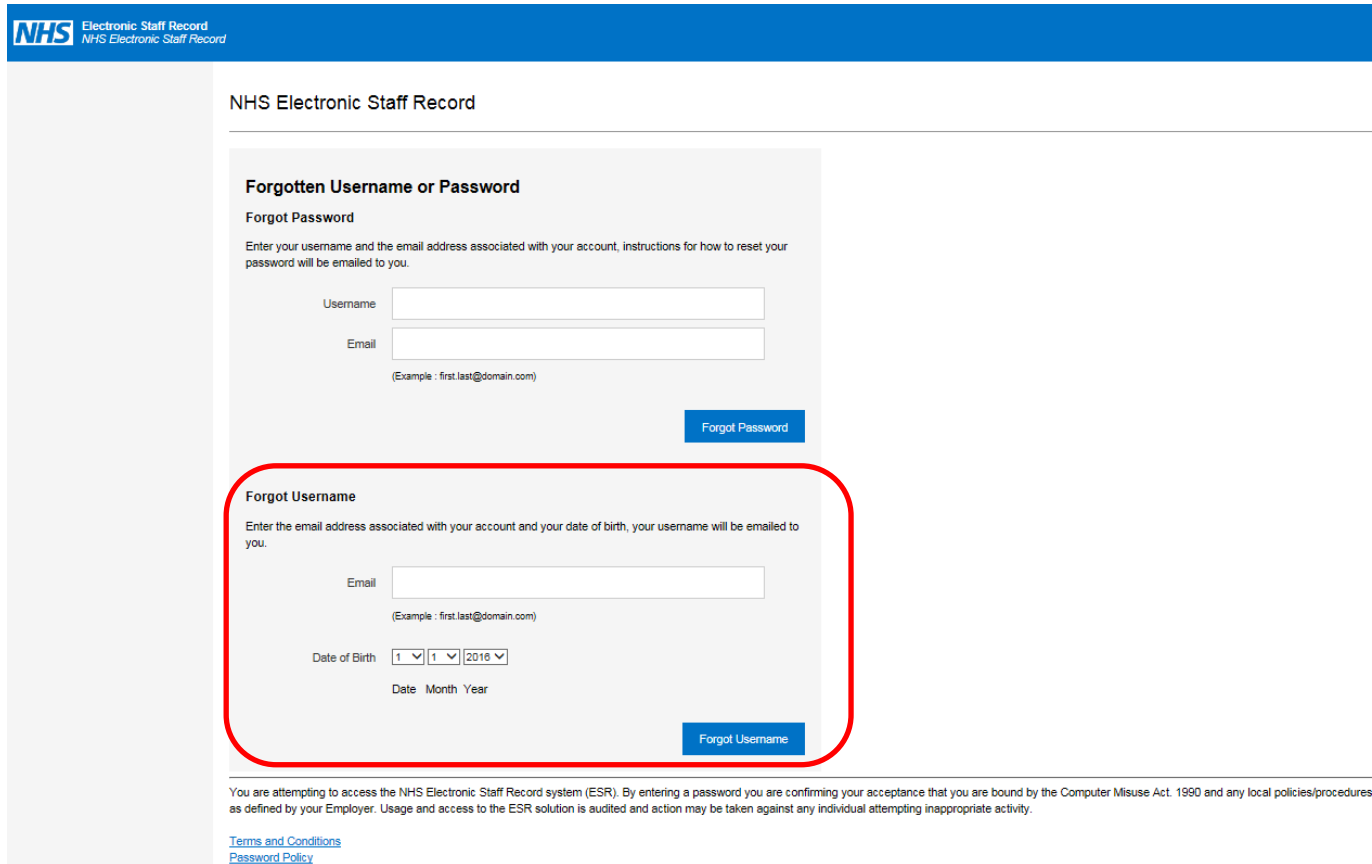
## 1.1 NON SMARTCARD

Enter your user name and password. If you do not have it, the easiest way to retrieve it is via the Forgotten Username or Password link\*:

A screenshot of the Oracle login page. It features a blue header with the Oracle logo. Below the header, there are two input fields: '\*User Name' with a placeholder '(example: 999JSMITH01)' and '\*Password' with a placeholder '(example: 4u99v23)'. A 'Login' button is positioned below the password field. A red rectangular box highlights a link labeled 'Forgotten Username or Password' located directly beneath the 'Login' button. At the bottom right of the page, there is a small copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

\*Please be aware there may be a slight delay in receiving a response as it is an automated process. Allow up to 2 hours before clicking again.

Under Forgot User Name, enter your **@qehkl.nhs.uk** email address and click on 'Forgot User Name'. NB. If you enter an email address which is not linked to your record, you will **not** receive an email.

A screenshot of the NHS Electronic Staff Record (ESR) 'Forgotten Username or Password' page. The page has a blue header with the NHS logo and the text 'Electronic Staff Record' and 'NHS Electronic Staff Record'. The main content area is titled 'NHS Electronic Staff Record' and contains two sections. The first section, 'Forgot Password', asks the user to enter their username and email address, with a 'Forgot Password' button. The second section, 'Forgot Username', is highlighted with a red rectangular box. It asks the user to enter their email address and date of birth, with a 'Forgot Username' button. Below the 'Forgot Username' section, there is a disclaimer: 'You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.' At the bottom, there are links for 'Terms and Conditions' and 'Password Policy'.

You will then be emailed a username which you can enter in the Forgot Password section:

If you have difficulty logging in to the system, please visit the [Workforce Information Services Intranet](#) Page. If you still require assistance, please contact an ESR System Administrator or e-mail [workforce.information@qehkl.nhs.uk](mailto:workforce.information@qehkl.nhs.uk)

## 1.2 SMARTCARD

No need for separate login detail, scroll down login page and use Login via Smartcard with your usual smartcard password.

If you wish to use a mobile device, you will first need to login on a Trust machine with your smartcard and set up your own password for remote access using the 'Manage Internet Access' button at the bottom of the left-hand menu.

## 2 EXIT FROM ESR

Select logout from top right hand corner of the screen.

