Accessing ESR Self Service and e-learning from your own PC or device

NHS ESR — Electronic Staff Record

1. Before you can access ESR online, you need to log onto the ESR Portal using your user name and password on a UHB PC

NHS Electronic Staff Record

Log in with your credentials

Information for Smartcard Users

If you are a Smartcard user and wish to access ESR internet services <u>only</u>, please enter your username and password below.

Please note access to ESR services over the internet has changed. Your username can be identified by logging into ESR with your Smartcard (over N3) and selecting the ESR Navigator, the username will be displayed in the top right hand corner of the page. Please use this username in conjunction with your existing internet password in order to access ESR services over the internet. Click here for more information
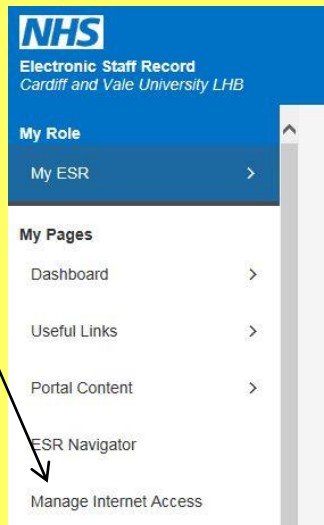
Fields with an asterisk (*) are required fields

Username* | |
(Example: 999JSMITH01)

Password* | |

2. Select Request Internet Access from the Side Menu

NHS
Electronic Staff Record
Cardiff and Vale University LHB

My Role

My ESR >

My Pages

Dashboard >

Useful Links >

Portal Content >

ESR Navigator

Manage Internet Access

3. Access ESR on the internet is automatically approved.

Request Internet Access
☑ TIP This will enable access to internet enabled URPs. To log in via the internet you will need to use your existing ESR username and password.
ESR Username 001
[Request Internet Access]

Request Internet Access
☑ TIP This will enable access to internet enabled URPs. To log in via the internet you will need to use your existing ESR username and password.
ESR Username 00
Status **Approved**

4. Enter myess.esr.nhs.uk into your web browser on your PC or device and log-in via the home page.
(Access to ESR Employee Self-Service online will be possible using devices using Internet Explorer 11 and Windows. Other device configurations may work but IBM won't resolve any connection issues)

For more information please visit the ESR section of our website at:
http://www.cardiffandvaleuhb.wales.nhs.uk/esr-esr-guides