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Cardiff and Vale  
University Health Board

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## ESR Self Service Portal

A new, user friendly portal/landing page has been developed for the Electronic Staff Record (ESR) Self Service.

The Portal contains exactly the same data as had previously been the case and is, in effect, just a new 'front end' to the ESR system. The Portal can be accessed via the following link:

<https://my.esr.nhs.uk/>

The log in details for all users will remain the same. User guides are available but the portal is very intuitive to use.

On the new landing page employees will be able to:

- View their payslips.
- View their Total Reward Statement.
- View their compliance in relation to the Statutory/Mandatory training.
- Undertake their e-learning.
- Book annual leave (unless already doing so via the Rosterpro system).
- View and amend their Personal Details.

Managers and supervisors will additionally be able to see the details of their direct reports absence, appraisals and Statutory/Mandatory training compliance.

As well as being accessible via a UHB computer, the ESR Portal can be accessed:

### **On home PCs, laptops or tablets via the internet**

Details of [how to enable internet access](#) can be found via the UHB ESR webpage.

### **On Smart Phones or other mobile devices via the ESR app.**

Details of the [My ESR app](#) can be found via the UHB ESR webpage.

Just to note that to use the My ESR app, users need to enable internet access using their work PC (as detailed above).

Further information on the Portal and ESR can be found on the [UHB ESR webpage](#)

Issues with connection to ESR, such as forgotten username or password, should be logged via ActionPoint in the usual way, at :

<https://actionpoint.cymru.nhs.uk/ulite/?servicedesk=130> (Log in using your NADEX login details).

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**UHW 42925**

<http://www.cardiffandvaleuhb.wales.nhs.uk/>

# The New ESR Portal/ Landing Page

**ESR Self-Service is changing.**

**A new, user-friendly portal for ESR Self-Service has been developed .**

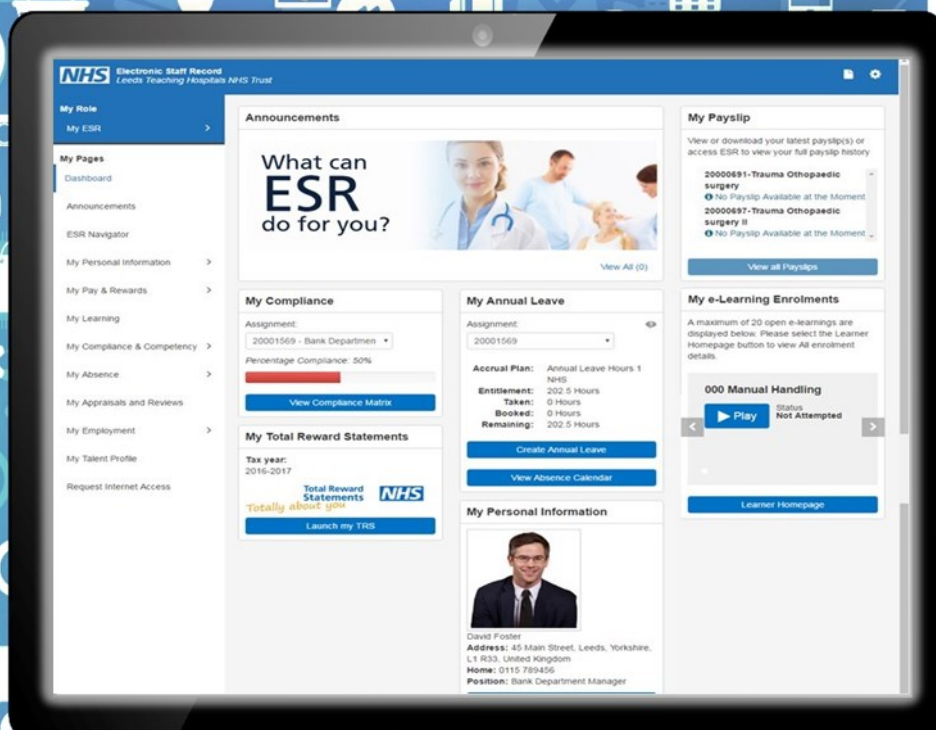
**The link to access the new ESR Portal from 1st October is:**

**<https://my.esr.nhs.uk/>**

**Please save this link to 'favourites' and use this instead of the previous ESR link.**

**Your ESR Log in details will remain the same.**

**There is a user guide available for your information, however use of the portal should be intuitive.**



- **The Portal contains exactly the same data as has previously been the case. It's not a system change, simply a change in the way that your information is presented.**
- **In future the Announcements portlet will be a key tool for delivering pay-related Communications.**
- **The traditional view of ESR Self-Service is still available, via the link entitled 'ESR Navigator'**

**If you have any issues or queries then please do not hesitate to log a query: -**  
[ActionPoint](#)



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