ESR Usernames and Password

User Guide

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How to register for ESR remote access

1. Log into ESR using your smartcard on a computer at work. From the list on the left hand side of your home page click ' Manage Internet Access'

3. A screen like the below will appear

4. Make a note of your username that will start with '241'

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4.   Click 'Reset Password'

5.   A screen like the below will appear

6.   Create a password and type it in both boxes

7.   Click 'Submit'

8.   Your password must adhere to the following rules:

∗   Password must be a minimum of 12 characters

∗   Commonly used passwords, like ''password1'' are not allowed

∗   Passwords must not be the same as any previous 4 passwords

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ESR password reset

1. Open ESR via the icon on your desktop or link on BOB

2. Click 'Forgotten|Requestusername/password|unlock account'

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

3. You will be taken to the below page

NHS Electronic Staff Record

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. If known, entering your username will enable you to receive details for that account only.

Email*

(Example : first.last@domain.com)

Date of Birth*   1   1   2020

Date   Month   Year

Username

Submit

4. You will need to enter:
∗ Your work email address
∗ Date of birth
∗ Your ESR username
5. Click 'submit'

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6. If you have provided the correct information you will see the below screen

Confirmation

Your request to retrieve your username has been submitted. An email will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

Ok

7. You will receive an email to your work email address to reset your password

The following user account is associated with your email address:

Organisation: 241 Bolton Hospitals NHS Trust
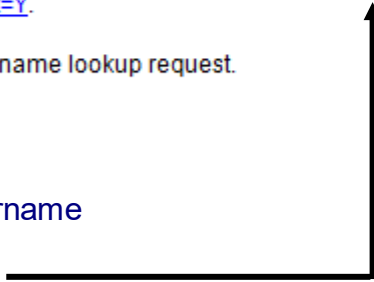Username: 241*******01

You can now login:
https://my.esr.nhs.uk

or reset your password:
https://my.esr.nhs.uk/userselfservice/reset?params=6TMDsvU8xdhmZXIkAPf21kUU58n56Xl64C5euk150P0yn5-YZ9tIJPMBu2vte04NhKjUowNqgAlY-8rMlYpuWQ&IsPilot=Y.

This email can be ignored if you did not submit the user name lookup request.
The password reset link is only active for 4 hours.

8. The email will give you your ESR username

9. Click the link to reset your password

10. The below screen will appear

Update Password

Fields with an asterisk (*) are required fields

Please enter your username and password below. The password you enter below will be used to replace your old password

Username*

(Example: 999JSMITH01)

Password*

Confirm Password*

Confirm Password

10. Type in your ESR username and create a password

11. Your password must adhere to the following rule:

∗   Password must be a minimum of 12 characters

∗   Passwords must not be the same as any previous 4 passwords

∗   Commonly used passwords, like ''password1'' are not allowed

12. Click 'confirm password'

13. Your ESR password has now been reset

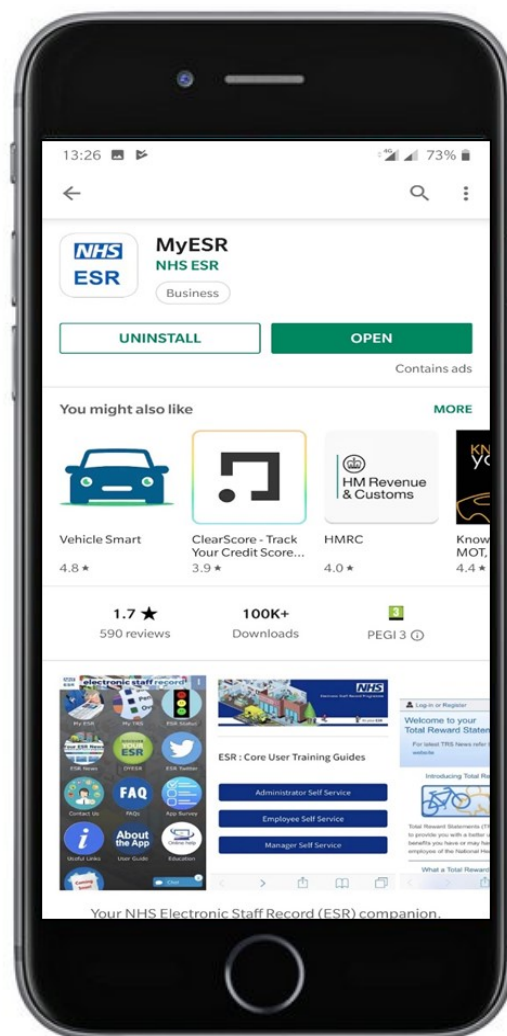| Contents	ESR Remote Access
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Downloading the My ESR app

1. Open the app store of your mobile device
2. Search for MYESR
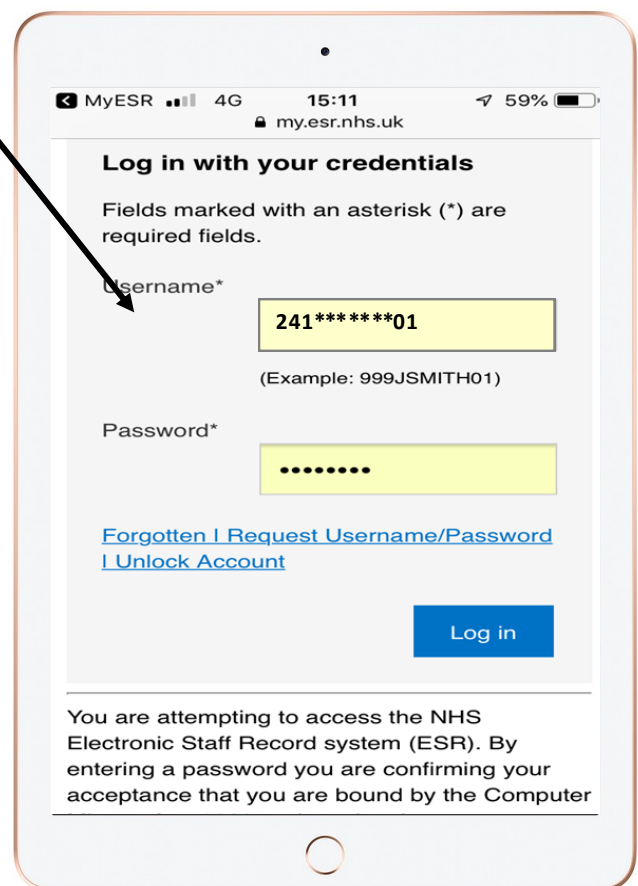3. Install the app on your device

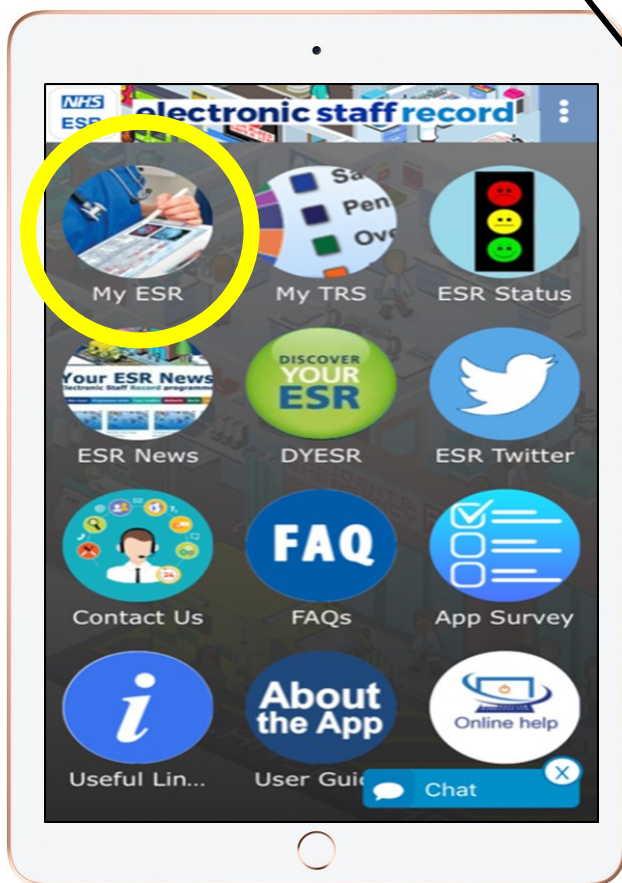| Contents	ESR Remote Access
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4. Open the app

5. Click the 'My ESR' icon (top left of the screen)

6. A page like the below will appear

7. Type in your username and password (this is what you created earlier)

8. Click 'Login'

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9. You will then be taken to your ESR home page

10. Use the menu button for further options