


UN3312 1 of 2 08 th June 2023	Electronic Staff Record Programme USER NOTICE	
Title	URP Smartcard Access Reminder	
Purpose	To remind ESR users of the URP access policy in light of a recent change made to the service.	
Intended Audience	Local System Administrators in England	

SUBJECT

To remind ESR users of the URP access policy in light of a recent change made to the service.

DETAIL

A recent change to improve Smartcard access security has highlighted that there are some users attempting to access the service via the username and password facility and not via a Smartcard.

As per the details contained within **UN3182 and UN3187 - URP Lockdown Smartcard** users are reminded of the URP Access Policy.

Only the following URPs can be enabled to allow access via the username and password facility (XXX indicates VPD Number):


- XXX Employee Self Service (Limited Access)
- XXX Employee Self Service
- XXX Supervisor Self Service (Limited Access)
- XXX Class Administration
- XXX Learning Administration
- XXX Learning Instructor
- XXX External Learner

All other URPs are restricted to Smartcard only access.

ACTION REQUIRED

Where the above URP's are restricted to Smartcard access only, users attempting to access via a username and password will receive the error below.

NOT PROTECTIVELY MARKED

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Error: Custom password management policies indicate that this user password is locked and cannot be reset.

Update Password

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Fields marked with an asterisk (*) are required fields.

Current Password*

New Password*

Confirm Password*

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality.

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.

Employing Authorities can take **one** of the following actions to remedy this:

1. Employing Authorities can request these URPs have the Smartcard restriction removed and allow access via username and password. This can be done by requesting a new service in the ESR Service Desk as follows:

Request a new Service > VPD Management > URP Change

OR

2. If appropriate for the allocated URP, these users can be issued with a Smartcard in order to continue using the ESR service.

NEXT UPDATE

None.

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