

UN3602 1 of 1 6 th May 2025	Electronic Staff Record Programme USER NOTICE	
Title	ESR Hub and Portal Administration Changes	
Purpose	To inform users of changes to the administration process for updating the ESR Hub and Portal	
Intended Audience	ESR System Administrators, Portal Site Administrators, Content Administrators and Content Editors.	

SUBJECT

ESR Hub and Portal Administration Changes

DETAIL

The underlying functionality used for publishing ESR Hub and Portal updates is changing.

In Release 65.0, scheduled for the end of June, and subject to successful testing, "My Staging Server" in ESR will be removed and future updates to the ESR Hub and Portal will be made using **Publications**.

The change will mean the following:

- Content Site Administrators and Content Editors will be able to publish content without reliance on Portal Site Administrator
- Changes can be made immediately to live content or scheduled as part of a Publication.

ACTION REQUIRED

During the release, any content held in Staging will no longer be available, organisations will need to ensure that any required content is published prior to the release weekend.

As all relevant URPs will be able to publish content, organisations may wish to review how they allocate the Portal URPs.

FURTHER INFORMATION

The ESR Education Team will deliver a series of webinars at the beginning of June to overview the Publications functionality. Dates and how to register will be detailed in future communications.

Full guidance will also be made available in the [ESR User Manual](#) and [How to Guides](#) in advance of the release.

NEXT UPDATE

Further User Notices will be distributed ahead of the change.