

UN3611 1 of 1 5 th June 2025	Electronic Staff Record Programme USER NOTICE	
Title	ESR Hub and Portal Administration Changes - Education	
Purpose	To inform users of the education available to support the 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 - Education

DETAIL

Further to UN3602 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**.

Full guidance is now available in the [ESR User Manual](#) and [How to Guides](#) on the ESR Hub.

ACTION REQUIRED

All administration roles should familiarise themselves with the updated guidance on the ESR Hub and Portal Administration changes ahead of the new functionality scheduled for Release 65, at the end of June, and subject to successful testing.

FURTHER INFORMATION

Please see UN3605 for details of the Publication Webinars.

NEXT UPDATE

Further guidance will also be provided in the Guide to Enhancements and Changes Release 65.0.0.0.