# Quick Start Guide to Accessing ESR Remotely

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## Request Internet Access

In order to access ESR outside of the N3 network (normally used at NHS organisations) you may need to request Internet access if you are a Smartcard user or if your organisation has not set up automatic creation of Internet Access

This is available to users with any of the following URPs.

- Employee Self Service
- Employee  Self Service (Limited Access)

**Whilst at work:**

1) Log into ESR

2) Select Manage Internet Access from the My ESR Dashboard



3) If you are a Smartcard user, choose a new password
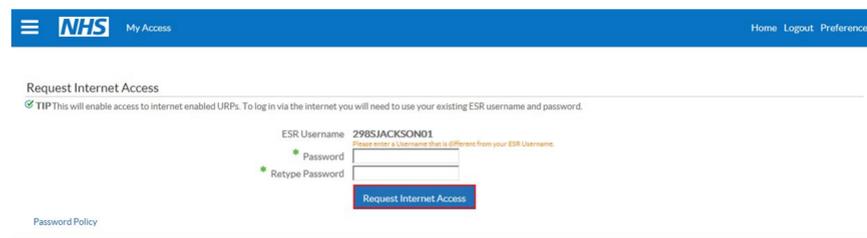


4) Select Request Internet Access

**You must ensure that your password meets the following criteria:**

Passwords must be 8 characters or more in length
Passwords must contain at least one letter and one number
Password does not contain your name (either first name or surname)
Password does not contain your username
Passwords may not be the same as previous passwords
Passwords may not contain repeating characters or sequential characters or numbers (such as 'ABCD' or '1234')
Certain words and terms are not permitted within passwords.

## Confirm Internet Access Approved

If your organisation automatically approves requests for Internet Access then you will see the following



If your organisation does not automatically approve requests then a system notification will be delivered to the person your employer has set up to authorise remote access (normally your line manager if ESR Self Service is utilised or another nominated person if not).

Once the approver has approved your request, you will receive an ESR notification
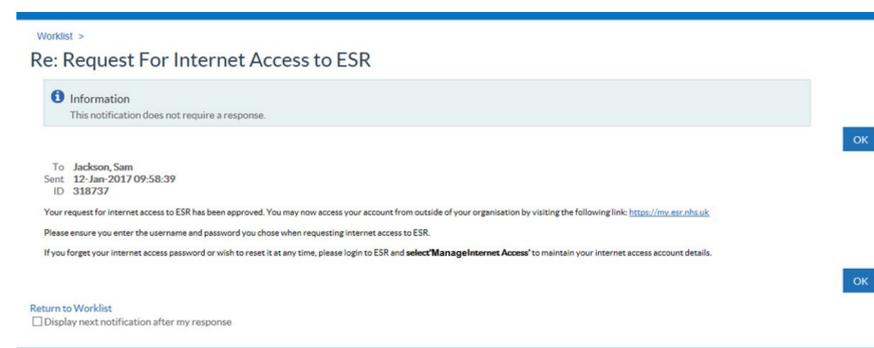


You can also review the current status of your request by returning to the 'Request Internet Access' form:
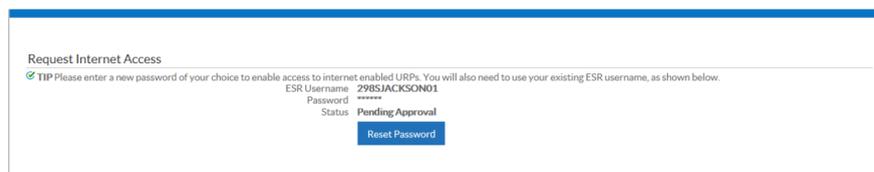


## Access ESR

**Remotely Accessing:**

1) Go to https://my.esr.nhs.uk
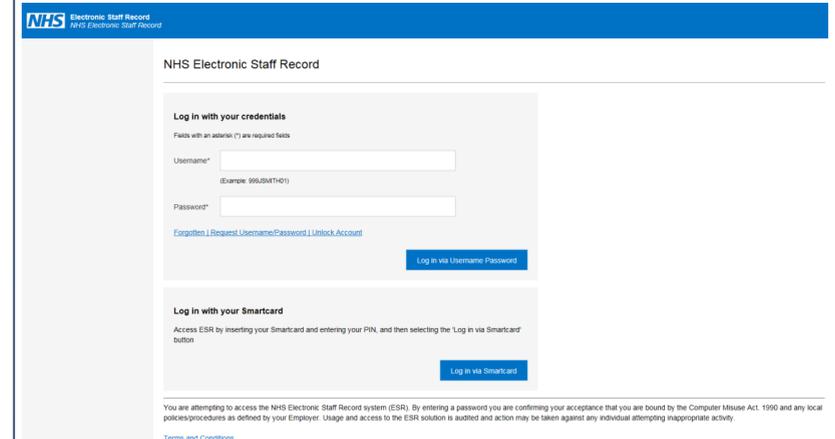


2) Enter your username and password.

**Resetting your password:**

1) If you know your current password, login to ESR remotely

2) Click Reset Internet Password



3) Verify your old password and enter your new password and click Submit.



**Forgotten your password:**

If you have forgotten your password then you will need to login via N3 to reset it.

1) Click Manage Internet Access and select Reset Password

2) Select Forgot Password

3) Enter a new password and a reason and click Submit.

Your change may require approval as specified in the Confirm Remote Access Approved section.