Quick Start Guide to Accessing ESR Remotely

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 ٠
- 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

	Home Logout Preferences
Request Internet Access © TIP This will enable access to internet enabled URPs. To log in via the internet you ESR Username * Password * Retype Password Password Policy	298SJACKSON01 Preservier a Username that is different from your ESR Username. Request Internet Access

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	Access ESR
If your organisation automatically approves requests for Internet Access	Remotely Accessing:
then you will see the following	1) Go to <u>https://my.esr.nhs.uk</u>
	Electronic Staff Record NHS Electronic Staff Record
Request Internet Access	NHS Electronic Staff Record
Status Approved Password Policy	Log in with your credentials Fields with an asterisk (*) are required fields
	Username* (Example: 999JSMITH01)
	Password* Forgotten L Request Username/Password J Unlock Account
If your organisation does not automatically approve requests then a system notification will be delivered to the person your employer has set up to	Log in via Username Password
authorise remote access (normally your line manager if ESR Self Service is utilised or another nominated person if not).	Log in with your Smartcard Access ESR by inserting your Smartcard and entering your PIN, and then selecting the "Log in via Smartcard" button
Once the approver has approved your request, you will receive an ESR notification	To u 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. Terms and Conditions
	2) Enter your username and password.
Worklist > De: Dequest For Internet Access to ESD	Resetting your password:
Information	1) If you know your current password, login to ESR remotely
This notification does not require a response. OK	2) Click Reset Internet Password
To Jackson, Sam Sent 12-Jan-2017 09:58:39 ID 318737	
Your request for internet access to ESR has been approved. You may now access your account from outside of your organisation by visiting the following link: https://my.esr.nhs.uk Please ensure you enter the username and password you chose when requesting internet access to ESR. If you forget your internet access password or wish to reset it at any time, please login to ESR and select'ManageInternet Access' to maintain your internet access account details. OK	Reset Password
Return to Worklist Display next notification after my response	3) Verify your old password and enter your new password and click Submit.
	Reset Password
You can also review the current status of your request by returning to the 'Request Internet Access' form:	* Old Password * New Password
	* Retype Password
	Password Policy Cancel
Request Internet Access TIP Please enter a new password of your choice to enable access to internet enabled URPs. You will also need to use your existing ESR username, as shown below. ESR Username Password Status Reset Password Reset Password Reset Password Reset Password	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.

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If your organisation automatically approves requests for Internet Access	Remotely Accessing:
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Image: Second secon	Electronic Staff Record NHS Electronic Staff Record
Request Internet Access	NHS Electronic Staff Record
Status Approved Password Policy	Log in with your credentials Fields with an adversit: (*) are required fields Username*
	(Example: 999JSMITH01) Password*
If your organisation does not automatically approve requests then a system	Forgotten Request Username/Password Unlock Account
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).	Log in with your Smartcard Access ESR by inserting your Smartcard and entering your PIN, and then selecting the "Log in via Smartcard" button
Once the approver has approved your request, you will receive an ESR notification	Log in via Smartcard 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. Terms and Conditions
	2) Enter your username and password.
Worklist >	Resetting your password:
Re: Request For Internet Access to ESR	1) If you know your current password, login to ESR remotely
Information This notification does not require a response.	2) Click Reset Internet Password
To Jackson, Sam Sent 12-Jan-2017 09:58:39 ID 318737 Your request for internet access to ESR has been approved. You may now access your account from outside of your organisation by visiting the following link: <u>https://my.esr.nhs.uk</u> Please ensure you enter the username and password you chose when requesting internet access to ESR. If you forget your internet access password or wish to reset it at any time, please login to ESR and select'ManageInternet Access' to maintain your internet access account details.	Reset Password
OK Return to Worklist Display next notification after my response	3) Verify your old password and enter your new password and click Submit.
	Reset Password
You can also review the current status of your request by returning to the	* Old Password * New Password
Request internet Access torn.	* Retype Password
	Password Policy Cancel
Request Internet Access Very Please enter a new password of your choice to enable access to internet enabled URPs. You will also need to use your existing ESR username, as shown below. ESR Username 2985JACKSON01 Parameter 1 Parameter	Forgotten your password:
Status Pending Approval Reset 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.

Confirm Internet Access Approved	Access ESR
If your organisation automatically approves requests for Internet Access	Remotely Accessing:
then you will see the following	1) Go to <u>https://my.esr.nhs.uk</u>
	NES Electronic Staff Record NHS Electronic Staff Record
Home Navigator Favorites Settings Logout Portal Request Internet Access (%TIPThis will enable access to internet enabled URPs. To log in via the internet you will need to use your existing ESR username and password. FSR Username 2995/IACKSON	NHS Electronic Staff Record
Status Approved Password Policy	Log in with your credentials
	Username* (Example: 999JSMITH01)
	Password* Forgotten L Request Username/Password L Unlock Account
If your organisation does not automatically approve requests then a system notification will be delivered to the person your employer has set up to	Log in via Username Password
authorise remote access (normally your line manager if ESR Self Service is utilised or another nominated person if not)	Log in with your Smartcard Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button
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ОК	
Return to Worklist	3) Verify your old password and enter your new password and click Submit.
	Reset Password
You can also review the current status of your request by returning to the 'Request Internet Access' form:	* Old Password * New Password
Request internet Access John.	* Retype Password
	Password Policy
Request Internet Access	
TIP Please enter a new password of your choice to enable access to internet enabled URPs. You will also need to use your existing ESR username, as shown below. ESR Username 298SJACKSON01 Password Status Reset Password	If you have forgetten your password then you will need to legin via N2 to reset it
	1) Click Manage Internet Access and select 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.