

How to access ESR Self Service from outside of the Trust network

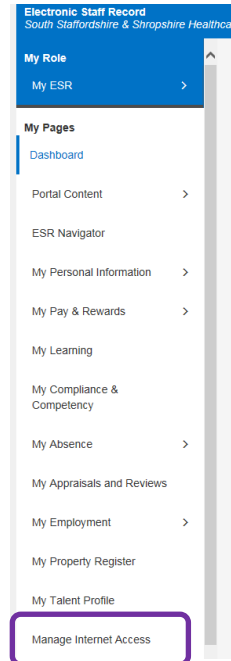
This guide shows you how to access ESR Self Service from outside of the Trust network i.e from a remote workplace, home or using any device.

If you have access to the Trust Network

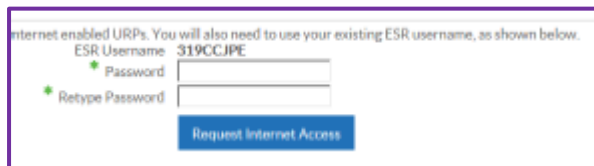
You need to set up your access whilst on the network

Log into ESR via the My ESR Portal

Click on Manage Internet Access at the bottom of the right hand menu



The below box will appear. Your Username will already be populated you need to choose a password and then click request internet access



If you do not have access to the Trust Network

For staff working in remote locations with no network access please contact ESR and Payroll Services (0300 790 7000) who will ask you security questions and issue you with a password

Once your password has been set up you will be able to log onto ESR outside of the Trust network using the following link <https://myesr.esr.nhs.uk> or by downloading the My ESR app

You will be asked to log in using your ESR Username and Password each time

For help using ESR to manage your learning please visit the how to guides on the Learning and Development website: <http://hrode.sssft.nhs.uk/hrode-services/learning-and-development/landdocumentcentre>