

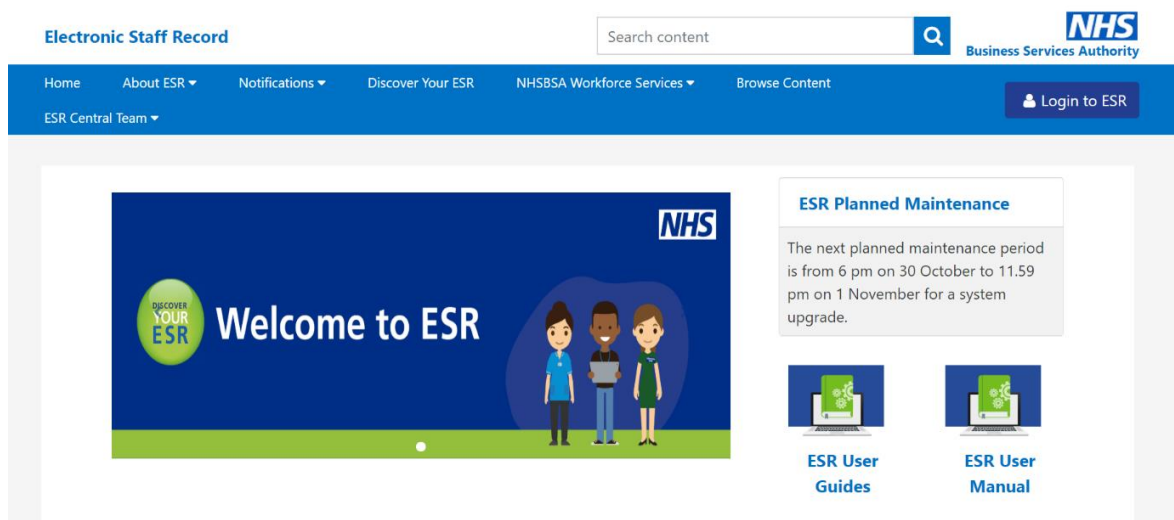
Guidance for logging into ESR Self Service Portal with a Username and Password

You will receive your Username and Password from our Pay team once they have received your New Starter form. This will be sent to your NHSBT email Your Username will look like the example below: **918JSMITH01**

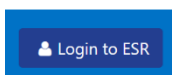
Once you have received this you will need to follow the steps below:

- **Step 1** open a new internet web page (you can use any web browser e.g. Google Chrome, Internet Explorer, Edge, Safari).
- **Step 2** log on to the website <https://my.esr.nhs.uk>

This should open the following screen which is the ESR hub providing you with information, tips and downtime on the ESR system.



- **Step 3** click on the Login button



This will take you to the login screen;

NHS Electronic Staff Record

COVID-19 | [ESR Resources for Organisations and Users](#)

Log in with your credentials

Fields marked with an asterisk (*) are required fields.

Username*

(Example: 999JSMITH01)

Password*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

- **Step 4** Add your Username and Password and click Log In button

This will take you into your ESR Homepage

