

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 You Username with look like the example below: **918JSMITH01**

One 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.

Electronic Staff Record	Search content		Business Services Authority
Home About ESR ▼ Notifications ▼ Discover Your ESR NHSBSA V ESR Central Team ▼	/orkforce Services 🕶	Browse Content	Login to ESR
Welcome to ESR		ESR Planned Ma The next planned ma is from 6 pm on 30 O pm on 1 November fu upgrade.	intenance intenance period ctober to 11.59 or a system
		Guides	ESR User Manual
This will take you to the login screen; NHS Electronic Staff Record			
COVID-19 <u>ESR Resources f</u> Log in with your credentials	<u>or Organis</u>	ations and Users	
Fields marked with an asterisk (*) are required fields.			
(Example: 999JSMITH01)			
Password*			
Forgotten Request Username/Password Unlock Accor	unt		Log in



• Step 4 Add your Username and Password and click Log In button

This will take you into your ESR Homepage

Electronic Statt Record NHS Blood and Transplant					Searth	Q Manage	Ingrid Test •	
My Role		Appouncements			My Payelin an	d P60		
My ESR	1. * 1	Announcements						
Manager			2/39/951 O No Payslip available O No P60 available					
My Pages		Welcome t	to Your	ESR				
Dashboard		www.esr.nhs	s.uk	🔰 @nhsesr 🍪				
Portal Content	×	Go Paperless @ () NC)						
ESR Navigator				View All (4)	View My Payslip	ps Vie	w My P60s	
My Personal Information	~	My Personal Information		My Favourites	My Total Rewa	ard Stateme	nts	
My Pay & Rewards	>	Name: Incrid Test	>	Information: You have not selected any	Tax year:			
My Learning		Harris Higher Her		favourites. Please use the "Update My Favourites" button to set up your favourites.	2017-2018	7-2018		
My Compliance &		Update My Personal Information	on		Total Reward	Statements		
Competency				Update My Favourites		View My TRS		
My Absence	×				-			
My Employment	~							
My Property Register								
My Talent Profile								