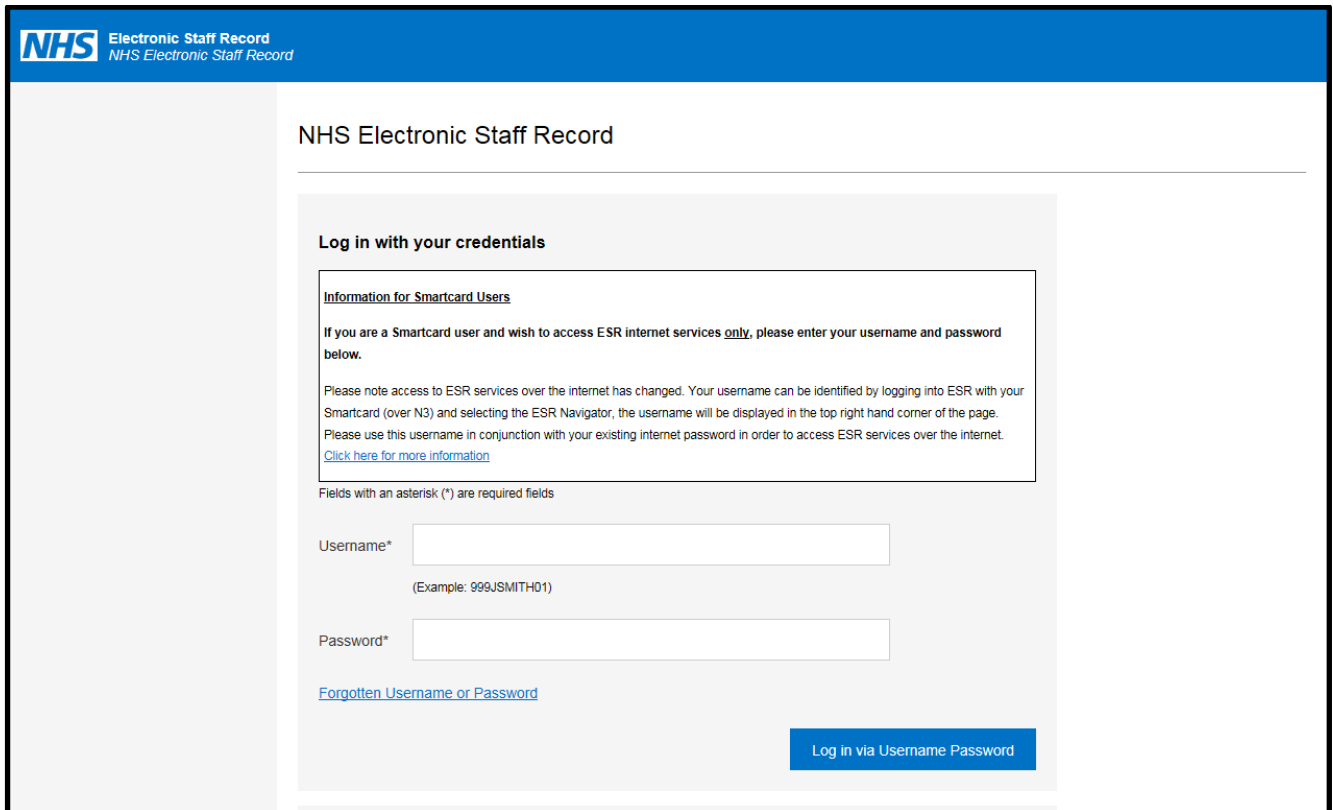


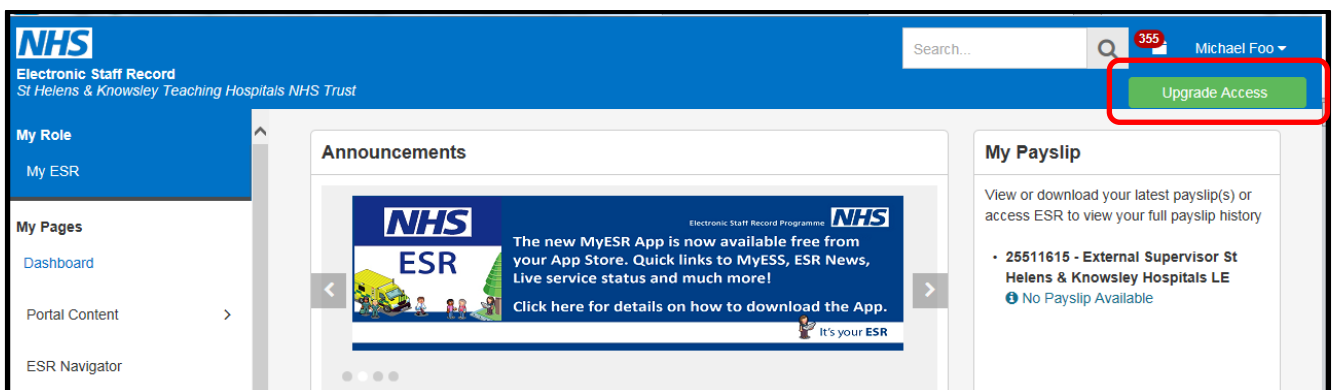
Accessing Supervisor Self-Service Internet Enablement

1. Follow the link: <https://my.esr.nhs.uk/>
2. Enter the username and password provided by the ESR Helpdesk and select “log in via Username and Password”



The screenshot shows the NHS Electronic Staff Record login page. At the top left is the NHS logo and the text "Electronic Staff Record NHS Electronic Staff Record". The main heading is "NHS Electronic Staff Record". Below this is a section titled "Log in with your credentials". Inside this section is a box for "Information for Smartcard Users" which contains instructions for smartcard users and a link for more information. Below the box are two input fields: "Username*" and "Password*", with an example "999JSMITH01" provided for the username. A link "Forgotten Username or Password" is located below the password field. A blue button labeled "Log in via Username Password" is positioned at the bottom right of the login area.

3. In the top right of the screen select the green “upgrade access” tab



The screenshot shows the NHS Electronic Staff Record dashboard. At the top left is the NHS logo and the text "Electronic Staff Record St Helens & Knowsley Teaching Hospitals NHS Trust". A search bar is located at the top right, followed by a notification icon with the number "355" and the user name "Michael Foo". A green button labeled "Upgrade Access" is highlighted with a red box. Below the header is a navigation menu with "My Role" (My ESR) and "My Pages" (Dashboard, Portal Content, ESR Navigator). The main content area features an "Announcements" section with a banner for the "NHS ESR" app, and a "My Payslip" section with a link to view the latest payslip(s) and a status of "No Payslip Available".

4. You will receive a txt message to the phone number provided by yourself previously, this will be sent from NHS ESR.



5. Enter this code into the blank field and select “confirm code”

A screenshot of the NHS Electronic Staff Record (ESR) portal. The page title is 'Confirm your number'. It states: 'We have sent a code to your mobile number ending: xxxxxx572'. Below this, it says 'Enter the code you received:'. There is a text input field containing '8537 - 342508' with a small 'X' icon to its right. To the right of the input field is a blue button labeled 'Confirm Code'. Below the input field, there is a section titled 'Code Not Received?' with the text: 'If you need the code to be resent please go back and retry or update your number before retrying.' A tip follows: 'Tip: If you want to update your previously saved number please navigate to 'Manage Internet Access' in the ESR Portal header or from the ESR Navigator.' At the bottom of this section is a blue button labeled 'Go Back'. The NHS logo and 'Electronic Staff Record' are visible in the top left corner of the page.

Please note that the code will expire after 10 minutes, if you do not enter the code within this time you will have to request another code by selecting the green “upgrade access” again. Also if the system is inactive for longer than 10 minutes it will automatically log you out.

6. You will then be directed back to the new ESR portal. For help navigating the ESR portal please refer to the Supervisor Self-Service ESR portal user guide.