Employee self-service is now live, the source is giving detailed guidance of how to access it.

It explains what you need to do if you have a smart card and what to do if you don’t have a smart card.

Everyone in the Trust should now have “my ESR” all programmes in their start menu.

They also have an e-mail address for any issues ;

[Imperial.ESRSelfService@nhs.net](mailto:Imperial.ESRSelfService@nhs.net)

**Accessing ESR**

There are two ways to access ESR:

• On your Trust PC, open the start menu from the lower-left hand corner, scroll through ‘All programs’, click ‘Imperial NHS Applications’ and scroll through the list until you find ‘My ESR’

• Alternatively,  <https://my.esr.nhs.uk/>

**Logging in to ESR**

If you have a Smartcard

If you are a Smartcard holder, you must use your smartcard to log into ESR Employee Self-Service on a Trust PC at all times.

If you do not have a Smartcard

If you do not have a Smartcard and it is your first time logging in, you’ll need to generate a username and password.

Open My ESR and click ‘forgotten username and password’. You will be prompted to enter your email address and birthdate, then click ‘forgot username.’ An email will be sent to your NHS.net email address with further instructions.

If you receive an error message when attempting to reset your password for the first time, you will need to contact the Helpdesk by phone or email to request a reset. An ESR administrator will reset your password on your behalf.

Please note: When an ESR administrator resets your password, the password reset link that is sent to your NHS.net email address expires after four hours. You are therefore advised to regularly check your email inbox once you have made the request.

Once you’ve logged in, you’ll be able to view your employee dashboard. Take a moment to familiarise yourself with it and while you’re there, make sure your personal information is up to date