# Accessing and navigating the ESR Portal



**Community and Mental Health Services** 

#### To log into the ESR portal

To login via an IPAD or other internet-based Work device an **ESR userid and password** will be needed. Each individuals ID is shown at the top of your ESR screen. Most users will have received their Userid and Password. Smartcard users who need a userid and Password for Phone or IPAD use can get their details when next logging on to get your userid and password from the ESR DASHBOARD click on **Manage Internet Access** 



From the manage internet access screen

your userid will be displayed and your

password can be reset click on Change

password the password reset screen will be

displayed, add your Userid and password,

click on submit, you can now log on via your Phone/IPAD or the internet. Type into your Browser <u>https://my.esr.nhs.uk</u> to get the logon screen for the ESR Portal.

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Once logged on you will be presented with the ESR DASHBOARD

#### **Everyone will get the Employee Self Service Portal**

Electronic Staff Record Mersey Care NHS Trust		Search	Q ' Manage Internet Access 🗴	^
My Role My ESR >	Announcements		My Payslip and P60 🛛 🐢	
My Pages Dashboard	ESR Self Service Guidance ESR Self Service Guidance	>	4 Pay date: 23-Jan-2019 ▲ P60: 2017/2018	
ESR Navigator			Go Paperless  ONO View My Paysing View My P60s	
My Pay & Rewards	Local Links •	My e-Learning	My Personal Information	
My Learning My Compliance & Competency	Recruiting managers link to TRAC ESR Guidance/ Self Service	Show mandatory learning only		-
My Absence >	SVL Input Link	000 Equality and Diversity and Human Rights Level 1		
My Appraisals and Revie vs	Health Roster	Status: Failed		
My Property Register	My Total Reward Statements 🛛 🧇	•••••	Name:	
My Talent Profile	Tax year: 2017-2018	Learner Homepage	Update My Personal Information	
Manage Internet Access	Total Reward Statements	Assignments:	My ESR Calendar 🛛 🖗	
	View My TRS	All - Assignments	☆ Tuesday February 12, 2019	•

This is the Sidebar which links to various other pages.

My ESR show what access you have to ESR either Manager/Supervisor, or Core or Employee

My Pages – links to everything within your access

**Dashboard** is the list of portals to the right of the sidebar.

Portal Content when expanded show links to local content via Portlets, and announcements.

ESR Navigator- returns you to the old format screen.

My Personal Information-expands to show each individual Personal information, Contacts, qualifications (if entered). Sexual Orientation, Religious beliefs, Disability information, registration, and memberships. Pay and rewards, expands to show, payslip, P60, Bank account details and Total Reward Statement. My learning –shows learning screen.

My Compliance and Competency shows your compliance in mandatory training.

My Absence- Expands to show absence calendar and summary.

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### **ESR Portal**

My Appraisals and Reviews we do not use at Mersey-Care

**My Employment** expands to show employment information and Medical and Dental job plans which Mersey-Care do not use.

My Property Register is not yet used at Mersey-Care

My Talent Profile – expands and can be used to print off an ESR CV

Manage Internet Access is used to request a password reset for your userid and for Supervisors to access ESR outside of work on an NHS device for a One time only session.