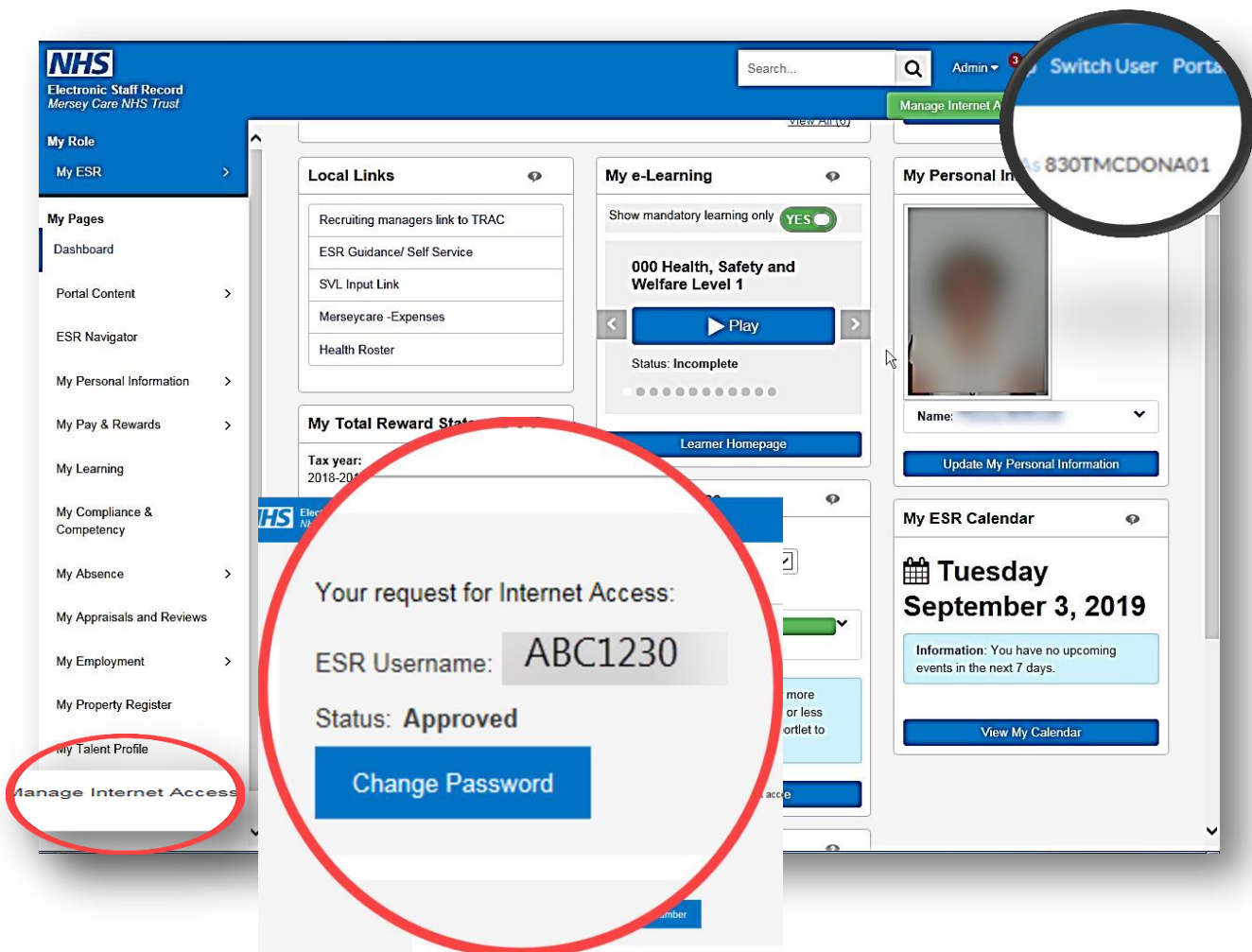


# Accessing and navigating the ESR Portal

## 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**

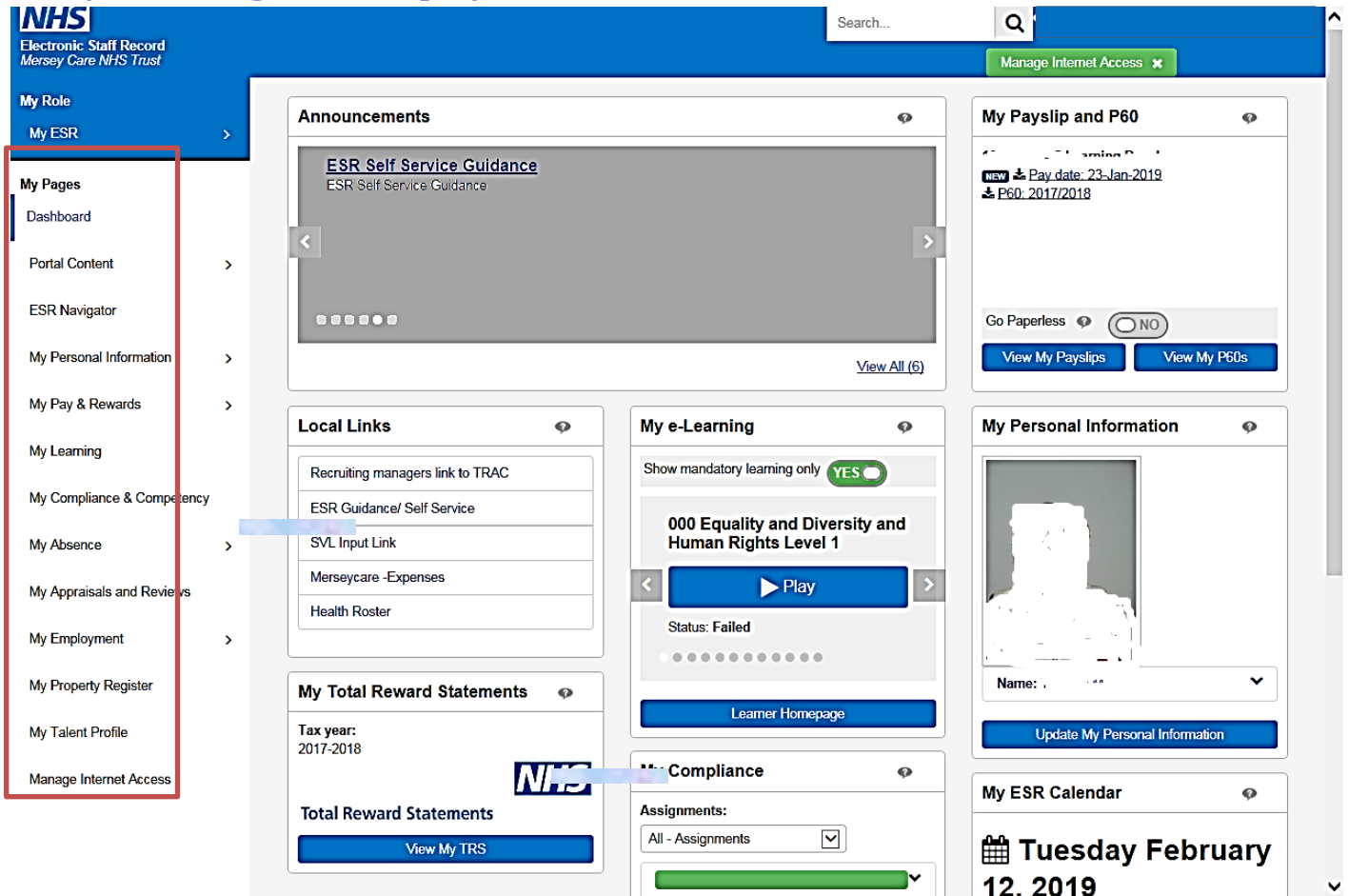


From the manage internet access screen your userid will be displayed and your password can be reset click on Change password the password reset screen will be displayed, add your Userid and password, click on submit, you can now log on via your Phone/IPAD or the internet. Type into your Browser <https://my.esr.nhs.uk> to get the logon screen for the ESR Portal.

# Accessing and navigating the ESR Portal

Once logged on you will be presented with the ESR DASHBOARD

## Everyone will get the Employee Self Service Portal



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.

# Accessing and navigating the ESR Portal

Community and Mental Health Services

**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.