Re-setting passwords on ESR



How end users can reset a password.

Logon to the ESR login site <u>https://my.esr.nhs.uk</u> or click on the ICON on your desktop.

Once at the logon screen there are two choices,

Reset Password via Multi -factor Authentication This is not currently used in Merseycare.

Use the Forgotten / Request Username/Password/ Unlock Account Section. Enter Merseycare email address, Date of Birth and if you have multiple userids specify which one. An email will be sent to your merseycare email account to reset the details as below.

| NHS Electronic Staff Record |
|---|
| Reset Password via Multi-factor Authentication (MFA) |
| Enter the username associated with your account and your cide of birth to reset your parsword via multi-factor authenticulous. |
| Usernate* |
| Date of Date: 1 V T V BOX V |
| Bood Parsent |
| Tig: If you have enabled Multi-factor Authentication for your account, you will be prompted to entire the 6-digit code from your Microsoft Authentication (by generating the second of t |
| |
| Forgotten Request Username/Password Unlock Account |
| Enter the email address associated with your account and your date of bith, your login details will then be ensabled to you. |
| Dear |
| Example: Verbar@cimen.tem |
| |
| Date of Dety (TV) (SIV) |
| Date of Defty Two Two Two Two Date: Month: Year Dety: month of you have more than one NHS Employee and which to resert a specific account. If tensors, writer |
| Bate of Bith* IV IV IV IV IV IV IV |
| Bate of Defri Ter Execution Defri North Year Only required if yis have more than one NHS Exployer and which to reset a specific account. If thereas, writer your ESR commune to notify details for this account only Unormane |
| Date of Defri I I I I I I I I I I I I I I I I I I I |

To reset a password, add the Username and email address to the screen. An email will be sent within 15 minutes with a link to enable the password to be changed.

The emails will come from **PROD WORKLOW MAILER**, The subject of the email.

for a reset will be FYI@ ESR Login Details



Click on reset password and the following screen will appear.

| Update Password | | | |
|---|---|---|--|
| | | | |
| Fields with an asterisk (*) are req | ured fields | the second to contact a second descent and | |
| Please enter your username and | password below. The password you enter below wit | r be used to reprace your old password | |
| Username* | | | |
| | (Example: 999JSMITH01) | | |
| Password* | | Ø | |
| Confirm Password* | | | |
| Passwords must be 12 cf | haracters or more in length | | |
| Passwords may not be th | e same as previous four passwords | | |
| Certain words and terms | are not permitted within passwords. Users should av | void using words associated with the system, | |
| their roles, or their locality | y | | |
| The National Cyber Secu | rity Centre (NCSC) recommends using three random | n words to create a secure password. Click on | |
| the link for further details: | : Managing your ESR Password | | |
| | | | |
| | | Confirm Password | 1 |
| | | | |
| You are attempting to access the Misure Act 1990 and any local | he NHS Electronic Staff Record system (ES | R). By entering a password you are control and a second | firming your acceptance that you are bound by the Computer |
| attempting inappropriate activit | ty you could as defined by your cit | ipioyer. Usage and access to the LON si | oluton is addited and action may be taken against any individual |
| | | | |
| | | | |

Add your username and password details adhering to the Password criteria rules. You will now be able to log on.