Re-setting passwords on ESR

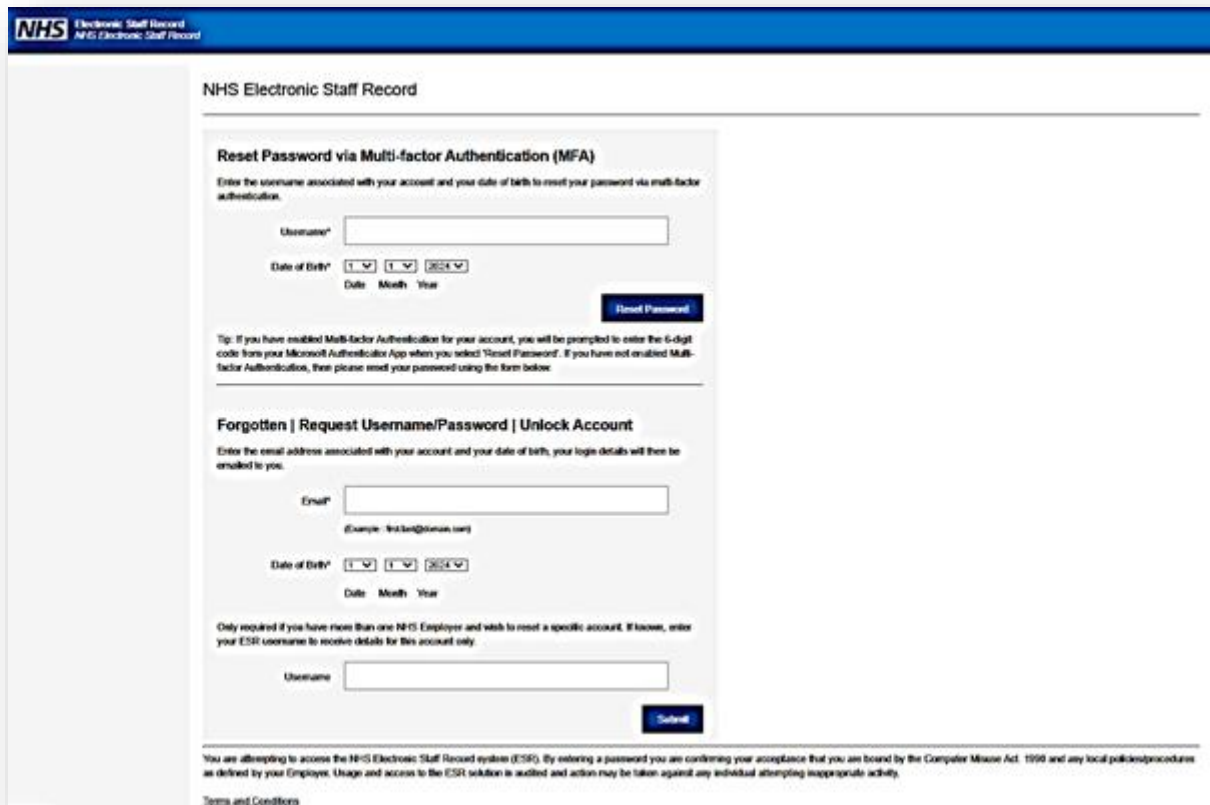How end users can reset a password.

Logon to the ESR login site https://my.esr.nhs.uk 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.

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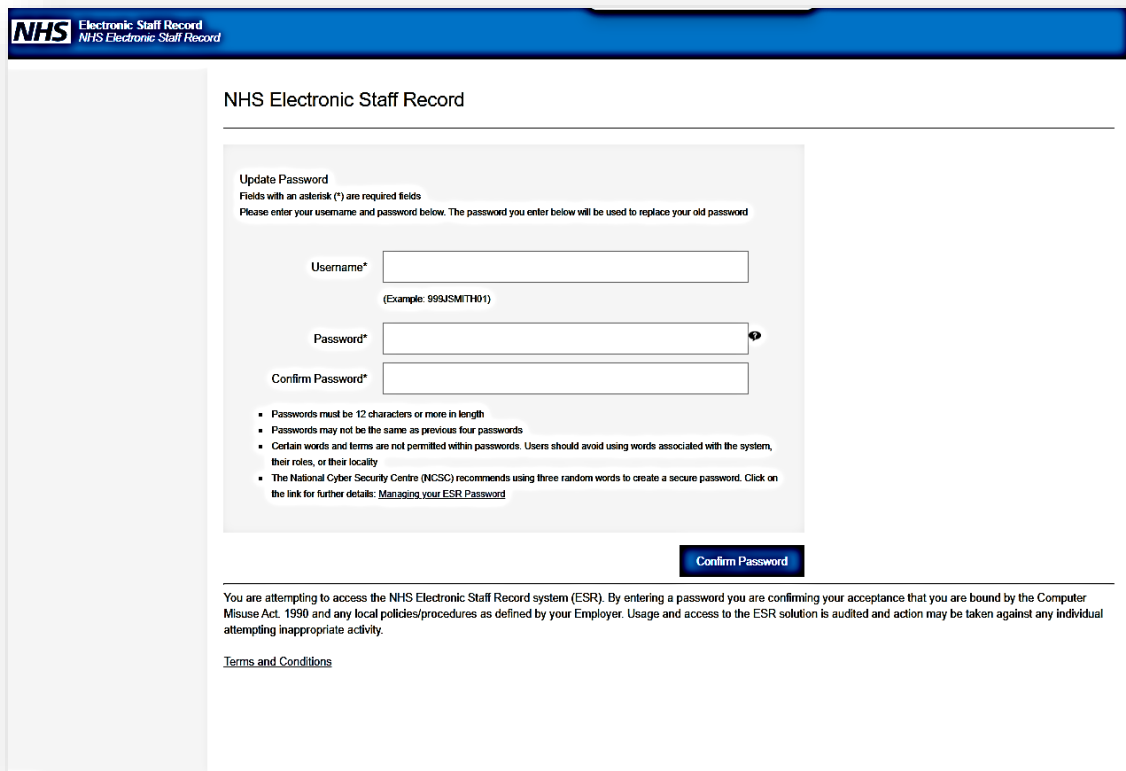
The emails will come from **PROD WORKLOW MAILER**, The subject of the email.

 for a reset will be **FYI@ ESR Login Details**
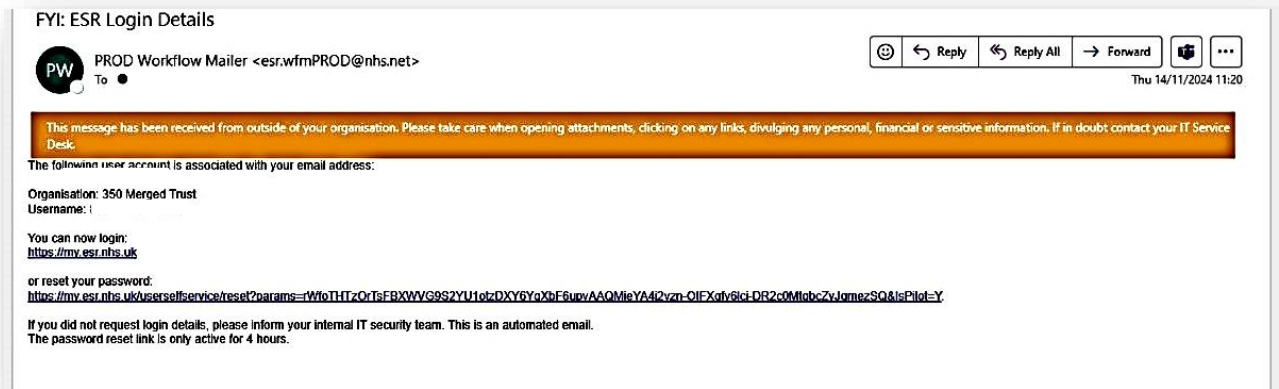
Click on reset password and the following screen will appear.

NHS Electronic Staff Record

NHS Electronic Staff Record
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Update Password
Fields with an asterisk (*) are required fields
Please enter your username and password below. The password you enter below will be used to replace your old password

Username* [_____]
(Example: 999JSMITH01)

Password* [_____] ❷

Confirm Password* [_____]

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality
- The National Cyber Security Centre (NCSC) recommends using three random words to create a secure password. Click on the link for further details: Managing your ESR Password

Confirm Password

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act. 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

Terms and Conditions

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