How do I access ESR for the first time?

• Go to the ESR login page which is listed as a favourite on every Trust PC or navigate to https://my.esr.nhs.uk/dashboard/web/esrweb then click on Login to ESR on the top right hand corner of the screen

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Forgotten Request Username/Password Unlock Account Enter the email address associated with your account and your date of birth, your login details will then be emailed to you. Email* Email* (Example: first.lest@domain.com) Date of Birth* Date of Birth* Only required if you have more than one NHS Employer and wish to reset a specific account. If known, enter your ESR username to receive details for this account only. Username Only required if you have more than one NHS Employer and wish to reset a specific account. If known, enter your ESR username to receive details for this account only. Username Only required if you have more than one NHS Employer and wish to reset a specific account. If known, enter your ESR username to receive details for this account only. Username Only required if you have more than one NHS Employer and wish to reset a specific account. If known, enter your ESR username to receive details for this account only. Username Only required if you have more than one NHS Employer and wish to reset a specific account. If known, enter your ESR username to receive details for this account only. Username Username Out you you you you you you y	 On the following page in the email box enter your nhs.net email address. This must be your nhs.net email address so if you do not have access please call IT to retrieve you login details. Enter your Date of Birth (DOB) in the next box. We would advise to leave your Username (ESR Username) blank as this information will be sent in the email along with your password reset. Click the Submit button. You will also receive a confirmation notification as soon as you press submit. 			
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Once submitted, an email will be sent to your <i>NHS.net</i> inbox containing a link to reset your password.				
Login to your nhs.net email to retrieve your password reset				
 <u>https://portal.nhs.net/</u> <u>Alternative states and s</u>				
 Once you receive the ESR password reset email, the link must be used within 4 hours. After this, you cannot use this email to reset your ESR password as it will have expired. You must repeat the ESR 				
password reset process again from the beginning to generate a new password reset email.				
 The ESR password reset email will include your ESR username. 				
• There will be a link within the ESR password reset email. Click this link to reset your ESR password.				
Enter your ESR username as stated in the ESR password reset email. We advise you to copy and paste				
to avoid input errors				
Enter a new password in the field Password and Confirm Password .				
• ESR has certain criteria on which passwords can be used. If you are struggling to set a password, hover				
over the 🏾 icon to the right of the Password box and ESR will display the requirements				
Once your password reset has been completed, you will be taken to the initial ESR login page.				
Login with your ESR username and new password.				
When logging into ESR, you will have a total of 3 attempts to enter your password correctly. If you surpass				
the 3 attempts, your account will lock this means you cannot complete a password reset until 12 hours has				
passed. If your account does lock for 12 nours, no-one in ESR Administration will be able to override.				
Some things to keep in mind before attempting a password reset for ESR				
 If attempting a password reset through a Trust computer, please make sure you are logged into the computer through your personal IT login. If the Trust computer is logged in through a shared or ward login, sometimes the ESR password reset will not work. 				
If your nhs.net email address has changed because your email address expired then please inform				
stees.mandatorytraining@nhs.net of your new email address. The ESR password reset requires you to use your <i>NHS.net</i> email as the information within ESR is confidential and must be sent to a secure work email address.				
 You will need to complete a new password reset every time you forget your username/password for 				
ESR. You cannot reuse old password reset emails; the password reset must be done from the beginning.				