

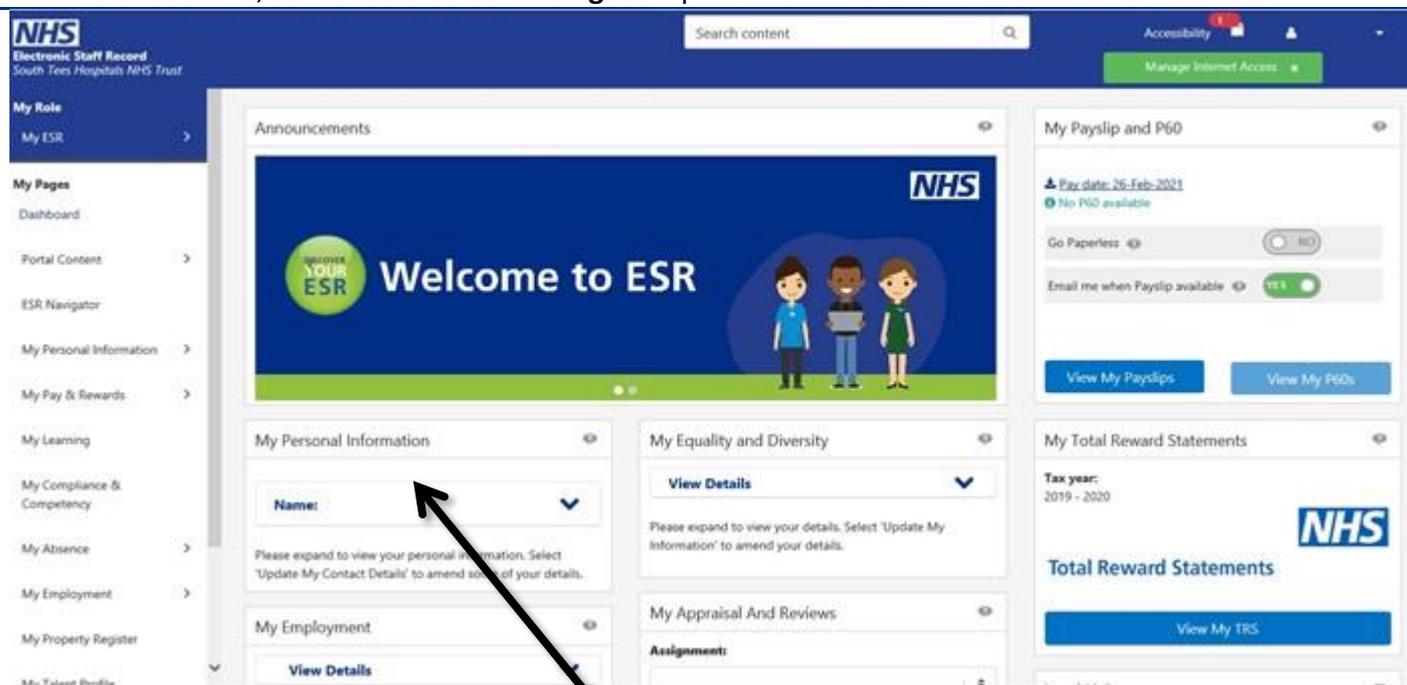
How do I add emergency contact details in ESR?

An emergency contact should be entered to advise human resources who to contact in the event of an emergency.

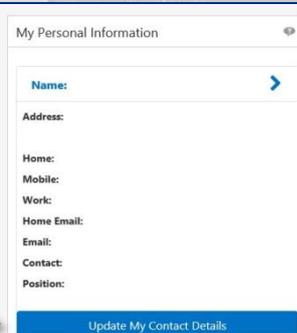
You can assign more than one person as an emergency contact, but only one individual can be marked as the primary contact.

This Functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service URP and Employee Self Service (Limited Access) URP.

- Log in to ESR - <https://my.esr.nhs.uk>
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.



- Find the section titled **My Personal Information**. This is your **My Personal Information** portlet.
- Expand the details by selecting the down arrow.
- Near the bottom of the **My Personal Information** portlet, there should be a blue bar titled **Update My Contact Details**. Click the **blue bar**.



- To access via the **sidebar navigation**: select the **My Personal Information tab** on the side-bar to your left-hand side and click the **Contacts** link.

Contacts

Employee Name Lane, Miss Sarah
Employee Number 20000237

Emergency Contacts

Enter or update information about people you want human resources to contact, but only one Primary Contact.

| | | |

Name	Relationship	Home Number	Primary Contact	Work Number
No results found.				

Details of emergency contact and departments/other contacts can be entered here.

- To enter an emergency contact, click the **Add** button.
- Enter all relevant details, using the **drop down menu** where applicable.
- To Update or make any changes to existing emergency contacts, click update and make the changes necessary

Select Emergency Contact: | | |

To list a person as a Primary Contact, tick the box labelled Primary Contact. Only one individual can be marked as the primary contact.

NHS My Personal Information Home Navigator

Emergency Contact: Create

Employee Name Lane, Miss Sarah
Employee Number 20000237

Use this page to provide emergency contact information. In the event of an emergency, I

* Indicates required field

General Information

Title

First Name

Middle Name

* Last Name

Suffix

Prefix

Email Address

* Relationship

Relationship Start Date

Primary Contact

- Once complete, click the **scrollbar** to move to the bottom of the page.

Note: The Use my address for this person check box is selected by default. Untick this check box if you wish to record an alternative address for the emergency contact and complete the address fields displayed.

- Enter the mobile number of the emergency contact:

Phone Numbers

Type	Number	Delete
Home	<input type="text"/>	<input type="button" value="Delete"/>
Home Fax	<input type="text"/>	<input type="button" value="Delete"/>
Home Secondary	<input type="text"/>	<input type="button" value="Delete"/>
Home Tertiary	<input type="text"/>	<input type="button" value="Delete"/>
Mobile	<input type="text"/>	<input type="button" value="Delete"/>
Mobile Public	<input type="text"/>	<input type="button" value="Delete"/>
Other	<input type="text"/>	<input type="button" value="Delete"/>
Pager	<input type="text"/>	<input type="button" value="Delete"/>
Personal E-Mail	<input type="text"/>	<input type="button" value="Delete"/>
Work	<input type="text"/>	<input type="button" value="Delete"/>
Work Fax	<input type="text"/>	<input type="button" value="Delete"/>
Work Mobile	<input type="text"/>	<input type="button" value="Delete"/>
Work Secondary	<input type="text"/>	<input type="button" value="Delete"/>
Work Tertiary	<input type="text"/>	<input type="button" value="Delete"/>

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- Once all details are complete, click the **Next** button to proceed.
- The **Review** page is displayed for you to review the proposed changes. Click the **Submit** button to apply the changes.
- You will see confirmation that the changes have been applied.
- Click the **Return to Overview** button to return to the **Personal Information** page.

The contact details should have been added. Note that emergency contacts are also displayed in the Dependents and Other Contacts region.

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.