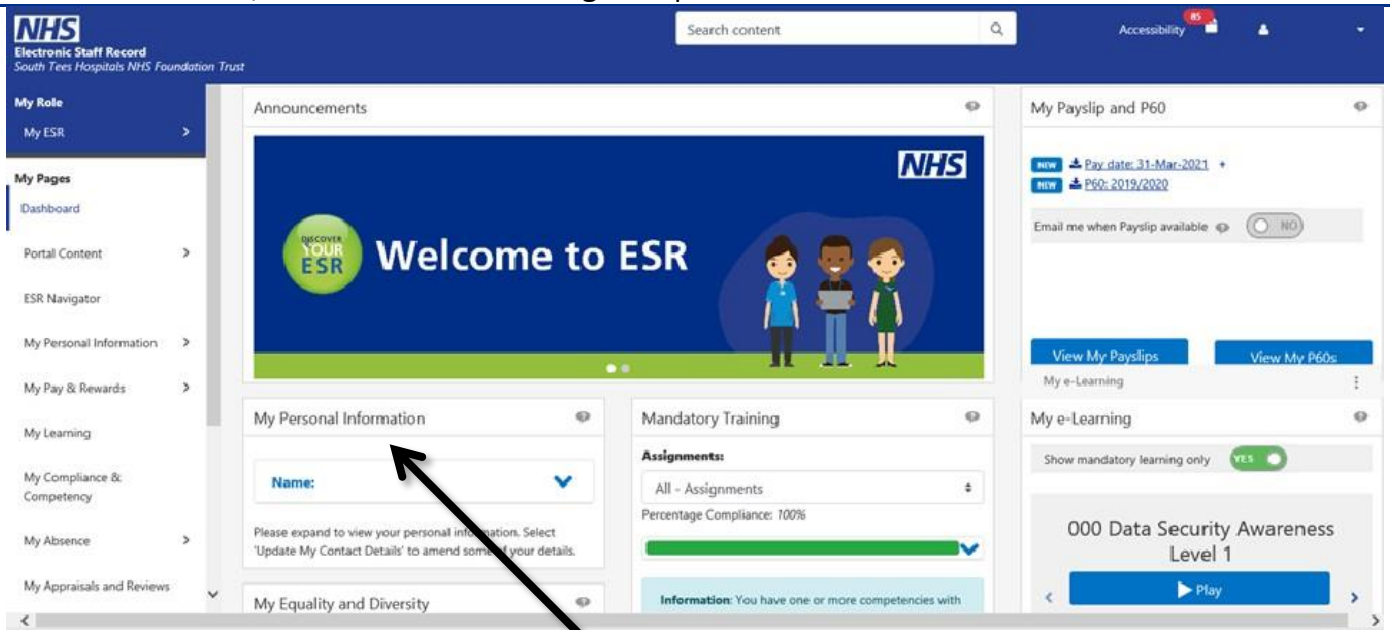


How do I record my phone number in ESR?

Certain pieces of personal information can be updated in ESR by you – the user. You can update your address in ESR by following the instructions below.

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
- 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**.

- A pop-up will appear in which you can edit your phone number(s), as well address and home email address.
- Select **Save** when finished.

To access via the sidebar navigation:

- Select the **My Personal Information tab** on the **sidebar navigation** and click the **Personal Information** link.

- A summary of your Personal Information will be displayed.

- Click the **Add or View and Update** button in the **Phone Numbers and Personal E-Mail** section.

NHS My Personal Information

Home Navigator Favorites Settings | Logged In As 503SLANE Help Logout Portal

Personal Information

Back

Employee Name Lane, Miss Sarah
Employee Number 20000237

Basic Details

Full Name Lane, Miss Sarah
Employee Number 20000237
Work Email Address sarah.lane@esr

TIP To view further basic details including e-mail address, gender and nationality, click the 'View and Update' button.

Phone Numbers & Personal E-Mail

Add

- A list of types of phone number to be entered is available and defaults to 'home phone.' Click the **dropdown arrow** in the **Type** field to view more options.
- Select the correct phone type from the options displayed.
- Then, click in the **Number** field.
- Click the **Add Another Row** icon **+** to enter an additional phone number.
- Repeat the process above until you have entered all the relevant data.
- When you have finished entering all the phone numbers required, click the **Next** button to continue.

Phone Numbers

	Current	Proposed
Work		01926 123123
Mobile		0789 123456
Home		01926 124124

- The **Review** page will display for you to review the proposed changes, which will be highlighted with a **blue dot**.

- Click the **Submit** button to proceed.
- A confirmation message will display to show that the changes have been applied.
- Click the **Return to Overview** button to return to the personal information page.
- The phone numbers entered are now displayed on your **Personal Information** page.