NHS
East London
NHS Foundation Trust

Accessing eLearning and Payslips at home

Staff can obtain their username and reset their password for Oracle Learning Management (OLM) / Electronic Staff Records (ESR)

Step 1 – Go to https://my.esr.nhs.uk

my.esr.nhs.uk/

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Step 1

Step 2 - Select the Forgotten / Request username /Password / Unlock account

NHS Electronic Staff Record

Log in with your credentials

Fields with an asterisk (*) are required fields

Username* [   ]

(Example: 999JSMITH01)

Password* [   ]

Step 2

Forgotten | Request Username/Password | Unlock Account

[Log in via Username Password]

Step 3 – Enter your NHS Mail email address your date of birth.

NHS Electronic Staff Record

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. If known, entering your username will enable you to receive details for that account only.
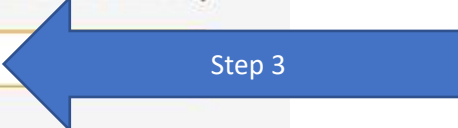
Email* [|]   **Step 3**

(Example : first.last@domain.com)

Date of Birth* [1 ▼] [1 ▼] [2020 ▼]

Date   Month   Year

Username [ ]

Submit

Step 4 – Enter your Date of Birth

NHS Electronic Staff Record

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. If known, entering your username will enable you to receive details for that account only.
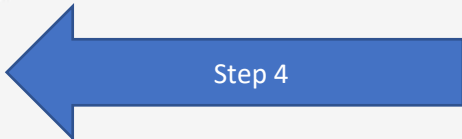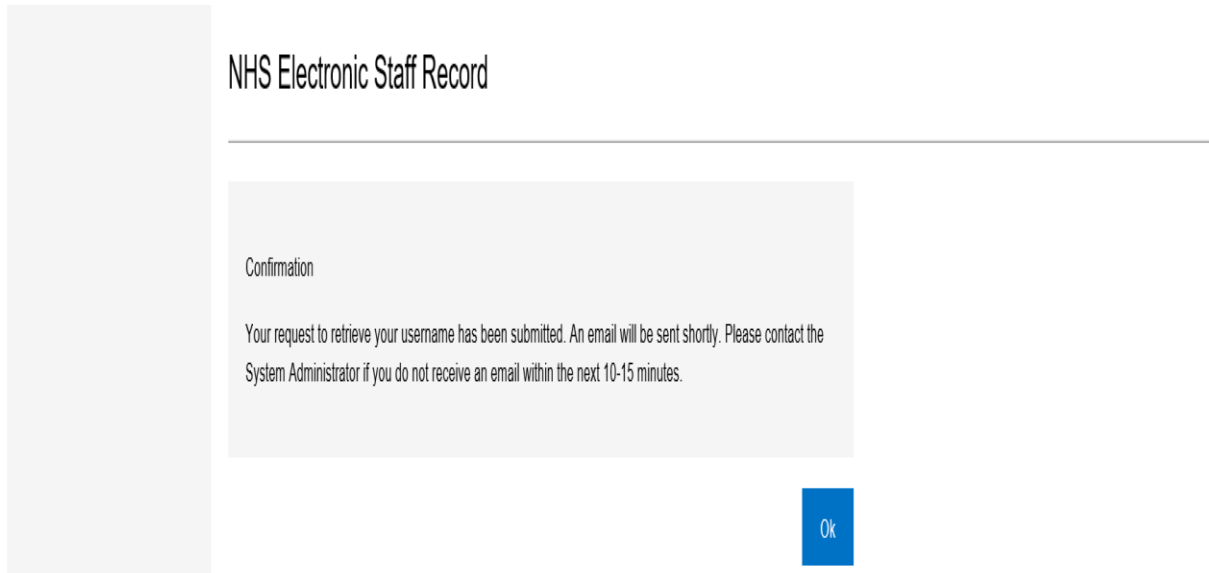
Email* [|]

(Example : first.last@domain.com)

Date of Birth* [1 ▼] [1 ▼] [2020 ▼]   **Step 4**

Date   Month   Year

Username [ ]

Submit

An automated confirmation message will then display confirming that your request has been received.

NHS Electronic Staff Record

Confirmation

Your request to retrieve your username has been submitted. An email will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

Ok

A Production Workflow email will be sent to the NHS Mail account of the user within 10-15 minutes of the request

PRODUCTION WORKFLOW, Esr (NHS ELE...
FYI: ESR Login Details
The following user account is associated with your email address:
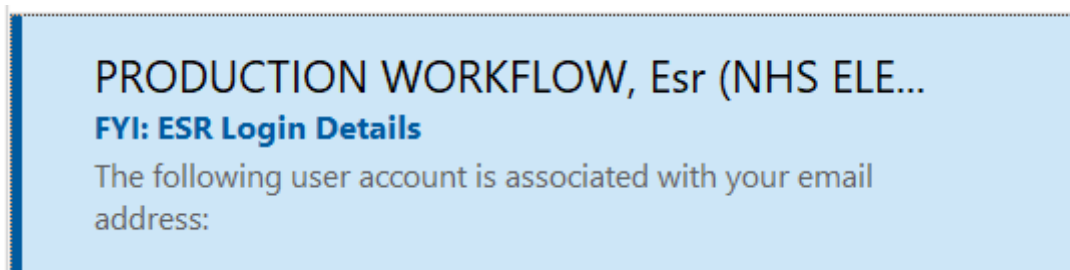
NB – Staff will receive an error message if the details entered do not match those on the system. Staff will receive a prompt to contact the system administrator. In the event this occurs please contact elft.hrelectronicforms@nhs.net to update your details.

We cannot identify you from the information you have supplied. Please contact your System Administrator.

The workflow production email will contain the username of the user which will start with the Trust identifier '363'.

Step 5 – Select the 'reset your password link'

Step 6 – Enter username provided in the production workflow email

Step 7 – Enter password

N.B - Passwords must contain a capital letter, symbol and a number, passwords must not contain repeating characters

NHS Electronic Staff Record

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*

Confirm Password*

Step 7

Confirm Password