

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>



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

NHS Electronic Staff Record

A screenshot of the NHS Electronic Staff Record login page. The page title is "NHS Electronic Staff Record". Below the title is a section titled "Log in with your credentials". Underneath this title, it says "Fields with an asterisk (*) are required fields". There are two input fields: "Username*" and "Password*". The "Username*" field has a placeholder text "(Example: 999JSMITH01)". Below the input fields, there are three links: "Forgotten", "Request Username/Password", and "Unlock Account". At the bottom right of the form, there is a blue button labeled "Log in via Username Password". A blue arrow points from the right towards the "Forgotten" link, with the text "Step 2" written inside the arrow.

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.

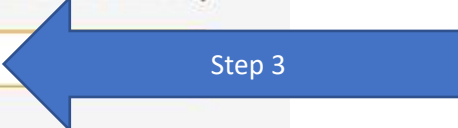
Email*

(Example : first.last@domain.com)

Date of Birth*

Date Month Year

Username



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.

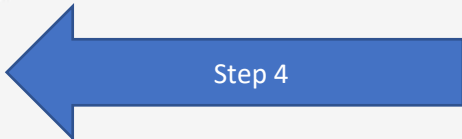
Email*

(Example : first.last@domain.com)

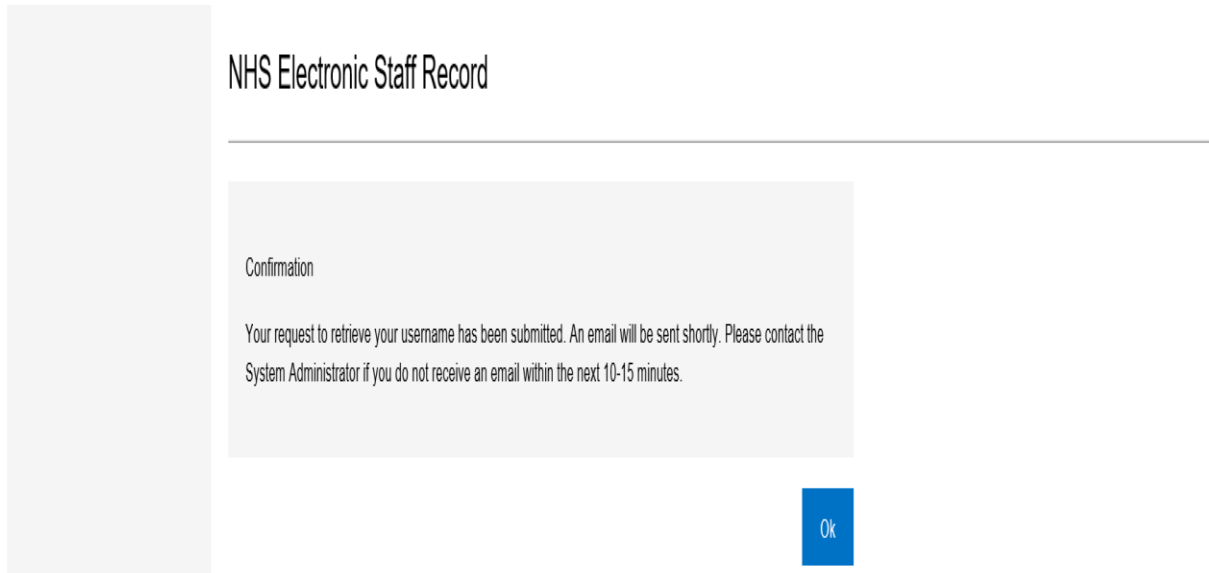
Date of Birth*

Date Month Year

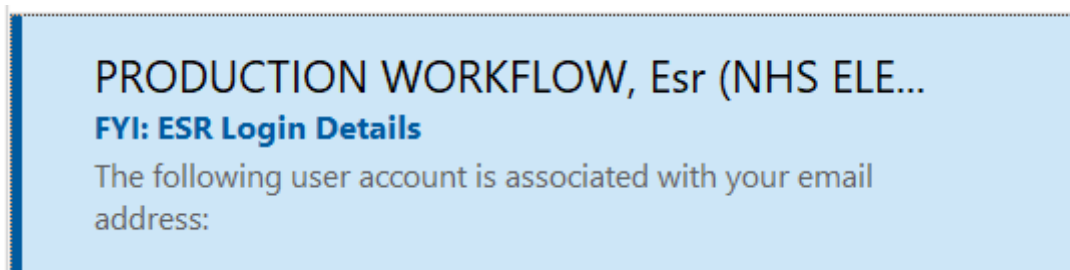
Username



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



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



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'

FYI: ESR Login Details

 PRODUCTION WORKFLOW, ESR (NHS ELECTRONIC STAFF RECORD)

To: [Redacted]

The following user account is associated with your email address:

Organisation: 363 East London NHS Foundation Trust
Username: 363 [Redacted]

You can now login:
<https://my.esr.nhs.uk>

or reset your password:
<https://my.esr.nhs.uk/userselfservice/reset?params=qvP0ssxCyfuIbpkFIBNXZKDKcyxjCOpReCqgEYS20wkChbSv7QYYVIEgeo1slRd2XaAS5fnKibuuH8SObdFw&IsPilot=Y>

This email can be ignored if you did not submit the user name lookup request.
The password reset link is only active for 4 hours.

Reply Reply All Forward

Fri 20/03/2020 13:53



Username



Step 5

Step 6 – Enter username provided in the production workflow email

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*

Confirm Password



Step 6

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*

