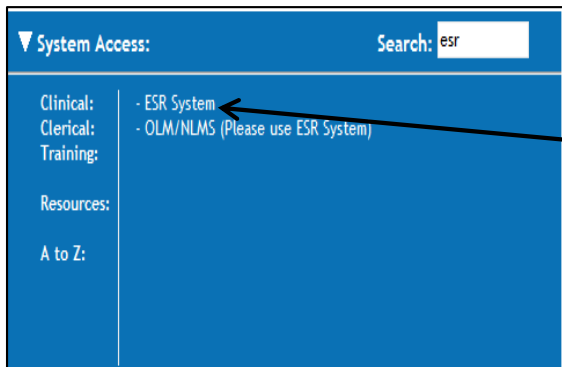




## Accessing ESR on a Trust computer

If you have a smartcard then you will need to access ESR using this. Only if you do not have a smartcard can you access ESR using a username and password.

### To access ESR using your smartcard



Search for 'ESR' in the blue box on the Intranet homepage and click on the 'ESR System' link.

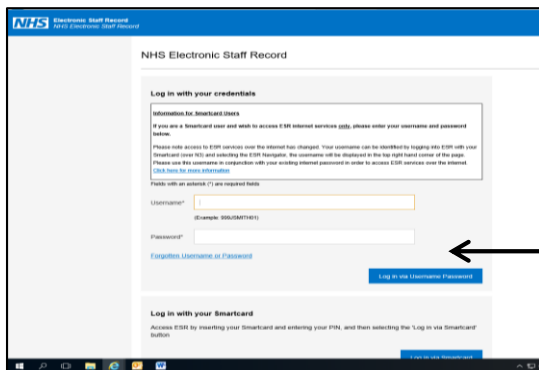
Then click on 'login via smartcard'.

After you insert your smartcard, you will need to enter your password.

### To access ESR using your username and password

If you do not know your username and password details, please email to:

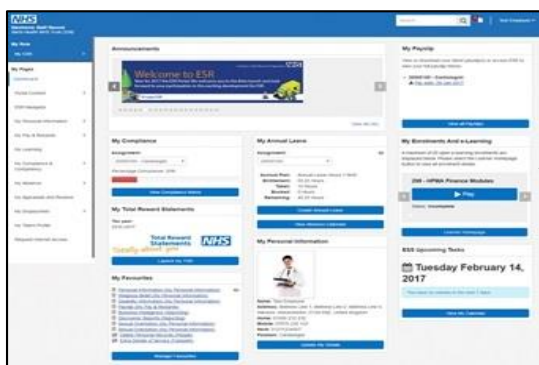
[esr.helpdesk@bfwhospitals.nhs.uk](mailto:esr.helpdesk@bfwhospitals.nhs.uk)



Search for 'ESR' in the blue box on the Intranet homepage and click on the 'ESR System' link.

Then enter your username and password and click on 'Log in via username password'.

### ESR Portal



From the ESR Portal page you can access:

- Payslips/P60
- E-Learning
- Training compliance matrix
- Total reward statement (TRS)
- Personal information
- Absence history
- Create your own external access to ESR