


UN2880 1 of 3 27 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	ESR Access over the Internet	
Purpose	To advise users of the access methods available for ESR	
Intended Audience	All Users	

SUBJECT

ESR Access over the Internet

DETAIL

As many ESR users will now have the need to work from home this has resulted in an increase in the number of questions and service calls as to which ESR responsibilities are available, and how users can access them over the internet. Please be aware we are seeing and expect to continue to see high demand for access to ESR. Whilst we are monitoring usage we ask that all users consider this in terms of their access to and use of ESR through the W3 route.

Core/Professional ESR users will require a HSCN/N3 connection and NHS CRS Smartcard in order to access ESR forms and undertake transactional activity.

The following user responsibilities (URPs) can be configured for access over a standard internet connection, without a Smartcard.

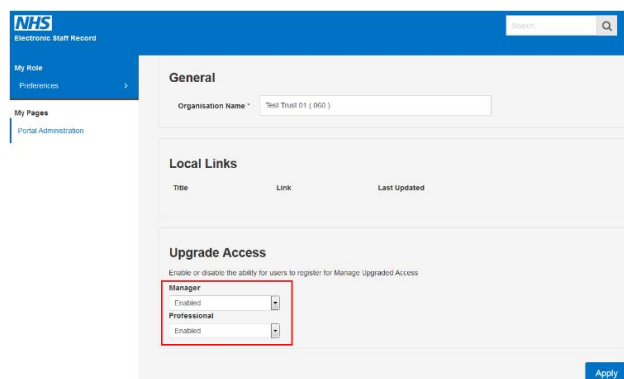
- Employee Self Service (Limited Access)
- Employee Self Service

Details on the My ESR Employee Dashboard can be found here

[Employee Dashboard](#)

Enabling Manager Self Service and Core/Professional User access over the Internet

To enable wider internet access for managerial Self Service and Core/Professional users for BI reporting only, Organisations must first set up access over the internet within the ESR Portal. This is undertaken by the local [ESR Portal Administrator role](#).




The screenshot shows the 'Electronic Staff Record' portal administration page. The 'Upgrade Access' section is visible, with the following configuration:

- Manager:** Enabled
- Professional:** Enabled

An 'Apply' button is located at the bottom right of the configuration area.

NOT PROTECTIVELY MARKED

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Please Note: This does not include BI Administration access and is limited to access for Core/Professional users via the appropriate Portal Dashboard.

Once enabled, access to any of the URPs listed below will require an additional two-factor authentication to be set up whilst connected to the HSCN/N3 network prior to use over the internet. Core/Professional users can access the ESRBI solution over the internet, again requiring set up over a HSCN/N3 connection initially.

- Manager Self Service (Payroll Approvals Required)
- Manager Self Service (Payroll Approvals Not Required)
- Supervisor Self Service
- Supervisor Self Service (Limited Access)
- Administrator Self Service (Payroll Approvals Required)
- Administrator Self Service (Payroll Approvals Not Required)

Setting up the two factor authentication requires the appropriate manager or core/professional user to enter a mobile phone number so they can receive a One Time Passcode (OTP) allowing them to upgrade their access.

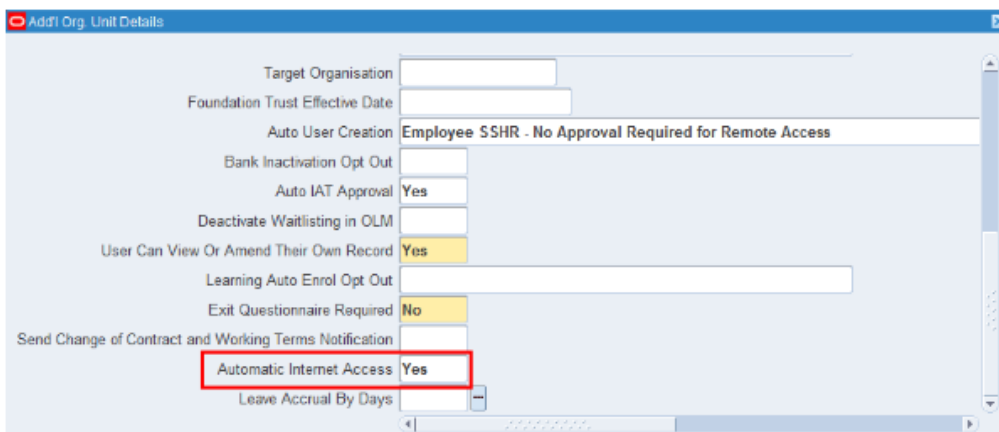
Details of the functionality, and how to configure internet access is available in the links below:

[Manager Dashboard](#)


[Core/Professional User Dashboard](#)

How to Create Automatic Internet Access

Organisations can set this using the XXX Local Workstructures Administration URP.



The screenshot shows a web form titled 'Adrfi Org. Unit Details'. The form contains several fields and checkboxes. The 'Automatic Internet Access' checkbox is checked and highlighted with a red box. Other visible fields include 'Target Organisation', 'Foundation Trust Effective Date', 'Auto User Creation' (set to 'Employee SSHR - No Approval Required for Remote Access'), 'Bank Inactivation Opt Out', 'Auto IAT Approval' (Yes), 'Deactivate Waitlisting in OLM', 'User Can View Or Amend Their Own Record' (Yes), 'Learning Auto Enrol Opt Out', 'Exit Questionnaire Required' (No), 'Send Change of Contract and Working Terms Notification', and 'Leave Accrual By Days'.

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The recommended setting is 'Yes' as it removes the need for users to request Internet Access before being able to use ESR over the Internet. This will give Internet Access to users with the following URPs where there isn't a NHS CRS Smartcard requirement:

- Employee Self Service
- Employee Self Service (Limited Access)

It must be used in conjunction with Auto User Creation settings, i.e. if no user account is automatically created, Automatic Internet Access will not be granted. Full details of this can be found in the [ESR User Manual](#)

ACTION REQUIRED

None

FURTHER INFORMATION

Further information about how to automatically create user accounts and grant internet access can be found in the ESR User Manual and ESR Education On-line

<https://www.esr-education.online/>

<https://my.esr.nhs.uk/esrusermanual/> (HSCN/N3 connection required)

NEXT UPDATE

No further update is required.