



NHS

South Central
Ambulance Service
NHS Foundation Trust

How to view your Payslip .

ESR Username and Password





NHS

**South Central
Ambulance Service**
NHS Foundation Trust

- ❖ You will have received an email with a link – please copy this in your our web browser
- ❖ Click the ‘Forgotten/Request Username/Password / Unlock Account’ link



NHS Electronic Staff Record
NHS Electronic Staff Record

NHS Electronic Staff Record

Log in with your credentials
Fields with an asterisk (*) are required fields

Username*
(Example: 999JSMITH01)

Password*

[Forgotten / Request Username/Password / Unlock Account](#)

[Log in via Username Password](#)

Log in with your Smartcard
Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

[Log in via Smartcard](#)

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your access. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)



NHS

**South Central
Ambulance Service**
NHS Foundation Trust

- ❖ Enter your NHS.net email address and date of birth and submit.
- ❖ Don't complete Username

NHS Electronic Staff Record
NHS Electronic Staff Record

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

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)



NHS

**South Central
Ambulance Service**
NHS Foundation Trust

❖ Select Ok, and then check your email inbox and junk mail box

NHS Electronic Staff Record
NHS Electronic Staff Record

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

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance of the Terms and Conditions. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)



NHS

**South Central
Ambulance Service**
NHS Foundation Trust

- ❖ From the email, note your Username
- ❖ Click the 'reset your password' link and input your Username and your own password, reconfirm your password and submit. You will get a confirmation page.
- ❖ Click OK and this will take you back to first screen (log in screen)

- ❖ Submit your username and password and this will take you to ESR:





NHS

South Central
Ambulance Service
NHS Foundation Trust

Need Help?



❖ If you have any questions or do not receive your reset emails please contact:

❖ email:

HRsystemenquiries@scas.nhs.uk