

ESR Employee Self Service Quick Reference Guide

1. Login (*SmartCard or Username access*)



Click on link on Desktop

Then click "Log in via Smartcard"

Log in via Smartcard

Or log in with Username / Password

Username*
(Example: 999/SMITH01)

Password*

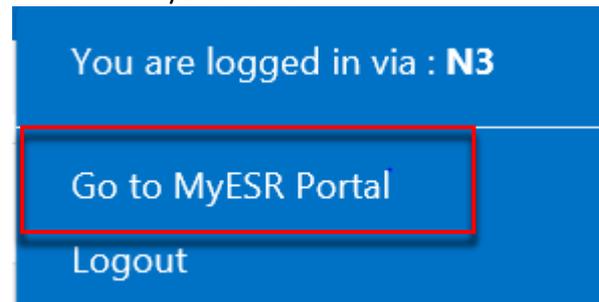
[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

Log in via Username Password

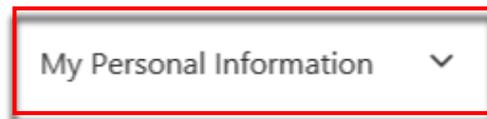
2. Click on your name to log in to "MyESR" (top right of screen)



And Go to MyESR Portal



3. Click on My Personal Information to view all options



Personal Information

Contacts

Qualifications

Sexual Orientation

Religious Belief

Disability Information

Registrations &
Memberships

Conflict of Interest
Declaration

Update your personal information

(Marital Status, Ethnic Origin, Country of Birth, Phone Numbers & Personal email addresses. address)

Update your contacts.

Update your sexual orientation.

Update your Religious belief.

Update you Disability information.