My ESR Quick Guide

Updating Personal Information



Supporting better care

This guide will show you how to update personal details within My ESR

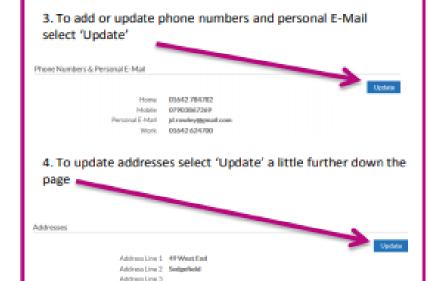
Where to update personal information

- Navigate and login to My ESR here: https://my.esr.nhs.uk
- Towards the left of the My ESR
 Dashboard you should see the
 Update My Personal Information portlet.

Select 'Update My Personal Information'

Update My Personal Information

Updating and amending personal information



QLID

You will be able to amend:

Post Code TS21.29W

- Home phone numbers
- Mobile numbers.
- · Personal e-mail addresses
- Work telephone numbers
- Home addresses

You will not be able to amend:

- Your name
- Marital status
- Date of Birth
- Date of Billion
- National Insurance number
- Employee number
- Work e-mail address

 Once in the relevant area, you can update your personal information by replacing your phone numbers or address.
 To add a phone number select the green cross icon

When you are happy with the changes you have made select 'Next'.

The next screen will give you the opportunity to review your changes. Select 'Submit' to complete the process.