



My ESR Quick Guide 9: Updating Personal Information

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

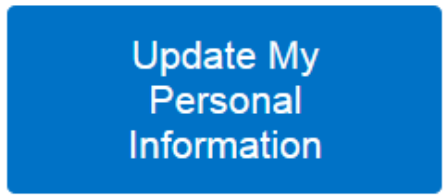
What is My ESR?

Where to update personal information

1. Navigate and login to My ESR here:
<https://my.esr.nhs.uk>

2. Towards the left of the My ESR Dashboard you should see the Update My Personal Information portlet.

Select 'Update My Personal Information'



Updating and amending telephone numbers.

1. To add or update phone numbers and personal E-Mail select 'Update'



2. You can update your personal information by replacing your phone number.

Alternatively, you can add a phone number select the green cross icon

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

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

TIP

You will be able to amend:

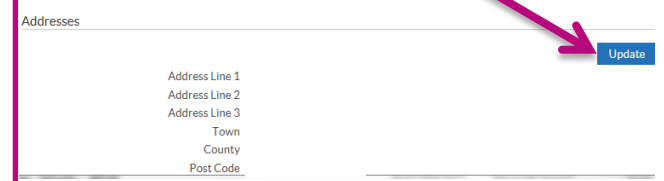
- Home phone numbers
- Mobile numbers
- Personal e-mail addresses
- Work telephone numbers
- Home addresses

You will not be able to amend:

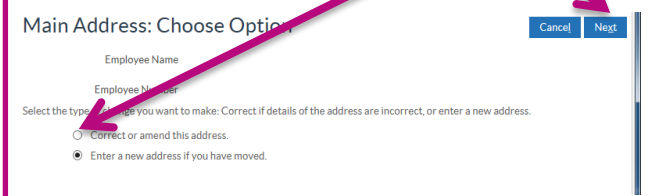
- Your name
- Marital status
- Date of Birth
- National Insurance number
- Employee number
- Work e-mail address

Updating and amending addresses.

1. To update your address select update a little further down the page:



2. You will be prompted to either correct or amend the address, or enter a new address if you have moved. Select 'Next' when you have selected the preferred option.



3. Fill in your address details.

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

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