

# My ESR Quick Guide

## Updating Personal Information

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

### Where to update personal information

### Updating and amending 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'

Update My  
Personal  
Information


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

Phone Numbers & Personal E-Mail

Home	03442 784782	
Mobile	07900867269	
Personal E-Mail	jd.rivley@nhs.uk	
Work	03442 624780	

4. To update addresses select 'Update' a little further down the page

Addresses

Address Line 1	49 West End	
Address Line 2	Seafordfield	
Address Line 3		
Town	Stockton-on-Tees	
County		
Post Code	TS21 2BW	




#### 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

5. 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.