

Managing Personal Information

Phone Numbers and Email Address

ESR Employee Self Service will give employees online access to specific personal and employment information. To ensure that employment information is processed correctly, employees must keep their personal data in ESR up to date. Some changes may require approval before they are committed. **Employees can update phone numbers and personal email address details and the change will be applied instantly.**

Log into Employee Self Service using your username and password or via your smart card if this is how you normally access ESR

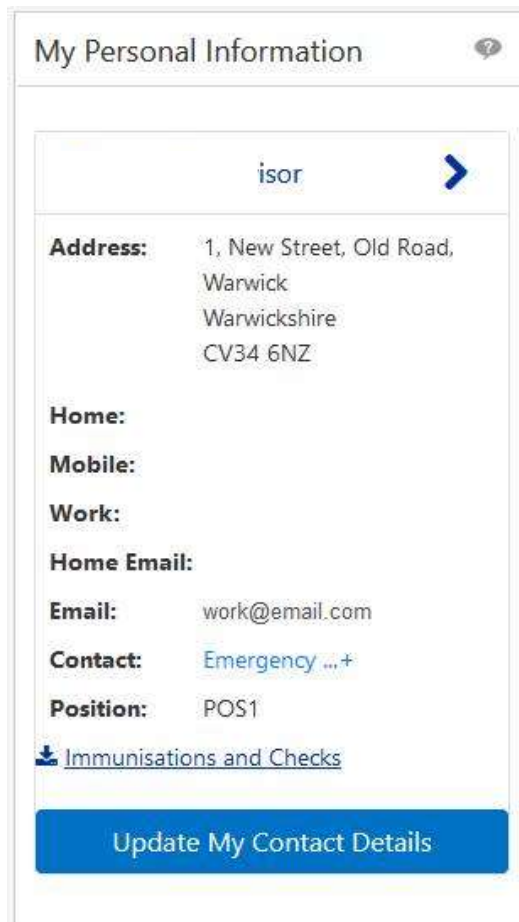
Your ESR Portal page will be displayed

Locate **My Personal Information** Portlet

1. Click the drop-down arrow to display the information held in ESR:



1. Click the **Update My Contact Details** button in the **My Personal Information** portlet.



The **My Address** tab is displayed in a pop-up window:

My Address My Emergency Contact

My Address

Please update your address and select the 'Save' button when completed.

Address: Enter your Postcode and click Search 🔍

Postcode

* **Building and Street**

Address Line 2

Address Line 3

Town or City

County

Postcode

Home Number:

Mobile Number:

Work Number:

Home Email:

2. Click in the **Home Number** field and enter or update as applicable.
3. Click in the **Mobile Number** field and enter or update as applicable.
4. Click in the **Work Number** field and enter or update as applicable.
5. Click in the **Home Email** field and enter or update your personal email address as applicable.
6. Click the **Save** button to add or update your contact details.