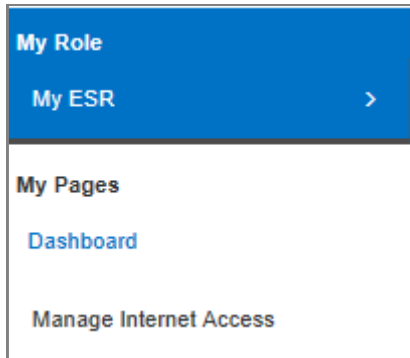


# Request Internet Access Manual Access.

Employees can access ESR Self Service including requesting Annual Leave and viewing their payslips from their home network.

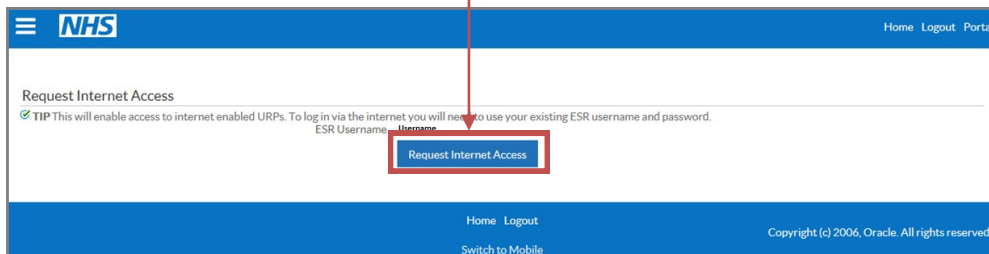
**Navigation Path: Employee Self Service > Manage Internet Access**



2. Enter a new password

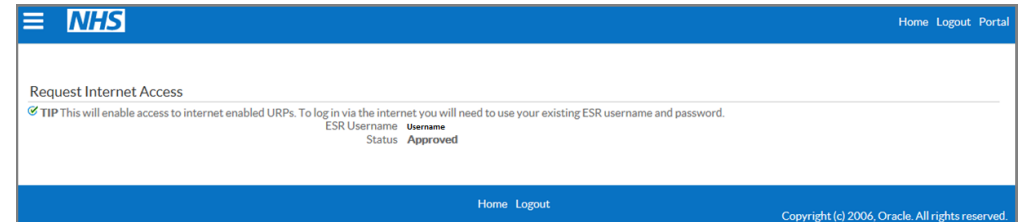
The password policy can be found via <http://www.esrsupport.co.uk/password.php>

3. Select 'Request Internet Access'



4. The request will be approved straight away and the 'Status' will show as 'Approved'. You will now be able to access ESR Self Service off the secure network through the same web address or through the ESR Mobile App:

<https://my.esr.nhs.uk>



Notes: