Post registration
Steps for setting up the link between ESR and the COVID-19 Digital Staff Passport

The ESR API enables HR users to electronically transfer data from ESR into the passport portal. This is a time-saving development for HR users of the system as it reduces manual data entry.

Outlined below are the 2 simple steps involved in enabling the ESR API:

1	Assign the Digital Passport Administrator supplementary role in ESR to all HR users at least 24 hours before they wish to use the passport system
2	Local System Administrators to add the ESR number for the HR users accounts via the 'Manage User' button in the passport portal.

See below guidance on how to complete these steps.

Step 1

In ESR, assign the supplementary role of 'Digital Passport Administrator' to all your HR users ESR employee records (including your LSA's). Note this action must be completed 24 hours before they wish to use the passport system.
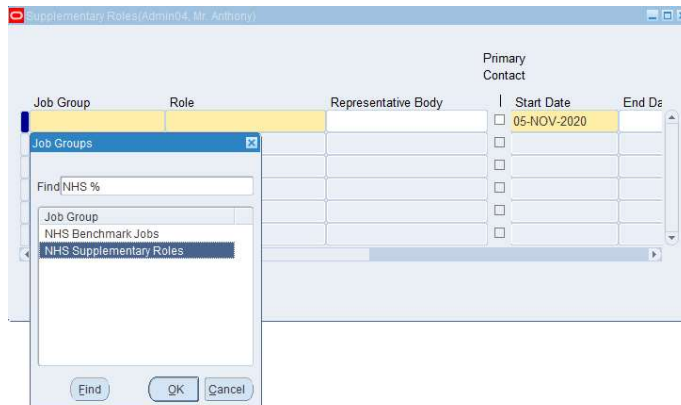
1. All HR users must have an **active ESR record** and be assigned the ESR supplementary role of 'Digital Passport Administrator'.

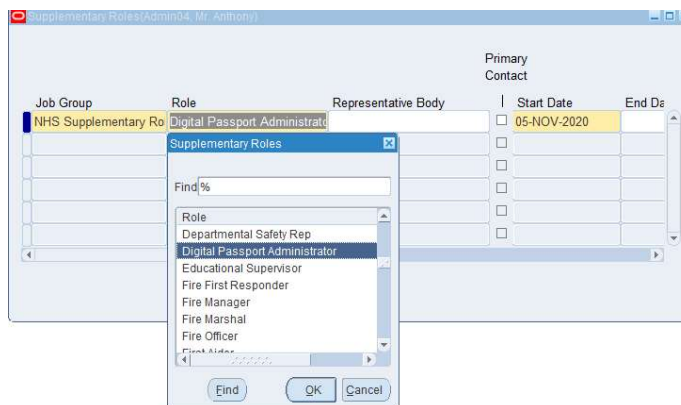   **ESR Navigation path:** HR Administration URP **>** Others **>** Supplementary Roles

    1.1 Login to ESR and search for ESR record, in the personal information screen select **Others** button.
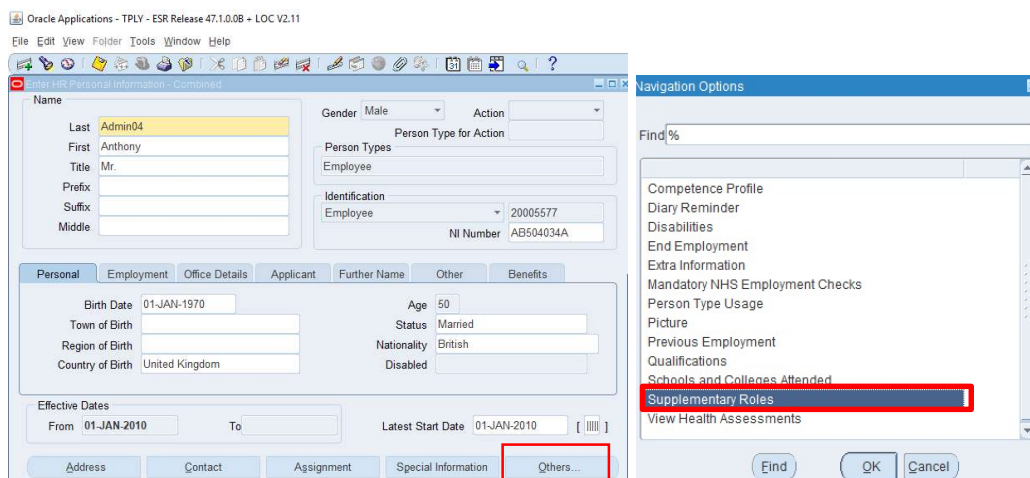
1.2 Select **NHS Supplementary Role**

1.3 Select **Digital Passport Administrator**, click **OK**. It will now be saved.
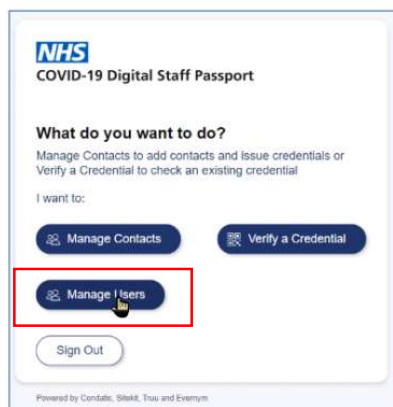

1.4 Repeat 1.1 - 1.3 for all HR users' ESR employee records.
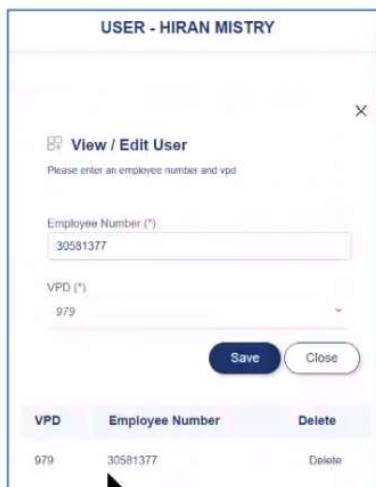
Step 2

In the Digital Staff Passport, the Local System Administrators must add the ESR number for the HR users accounts via the 'Manage User' button in the passport portal as per guidance below.

1.   Login to the Digital Staff Passport and select '**Manage User**' button.

2. Select the user from the list, In the User window enter the ESR employee number and click Save. The details will be displayed at the bottom on the window, now click close.

3. Repeat process for all HR users.

4. End of process

Once both steps are complete the ESR API functionality will be activated on your passport portal and your HR users will be able to transfer data from ESR into the portal using the 'Search ESR' button on the credential screen.

If you have any questions, or need any assistance please contact support service on passport@sitekit.net or telephone 0800 640 4269