



A guide to activate your HR and Payroll Self Service Account

In order to set up your HR & Payroll Self Service Account – all staff are required to create an account with the Health Shared Services Self Service Portal and access a form to activate your HR & Payroll Self Service account.



Stage 1 – Create an account with Health Shared Services Self Service Portal. This is a portal which the HSE can make forms available for staff completion. The registration form for Self Service is stored in this portal.

Stage 2 – Complete and Submit the on-line HR & Payroll Self Service registration form (as per instructions)

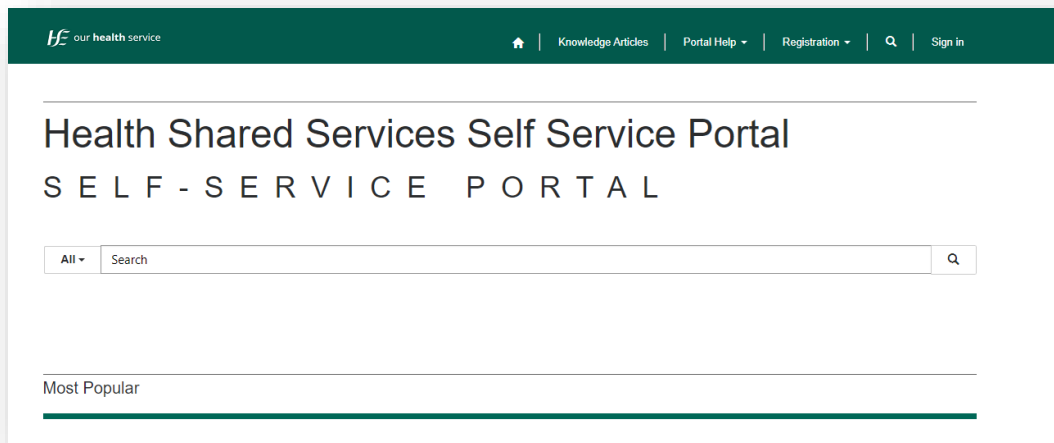
Stage 3 – On receipt of Email from SAPHR.Selfservice@hse.ie – complete steps to Log on to HR & Payroll Self Service (this email can take up to 2 working days due to data validation and processing)



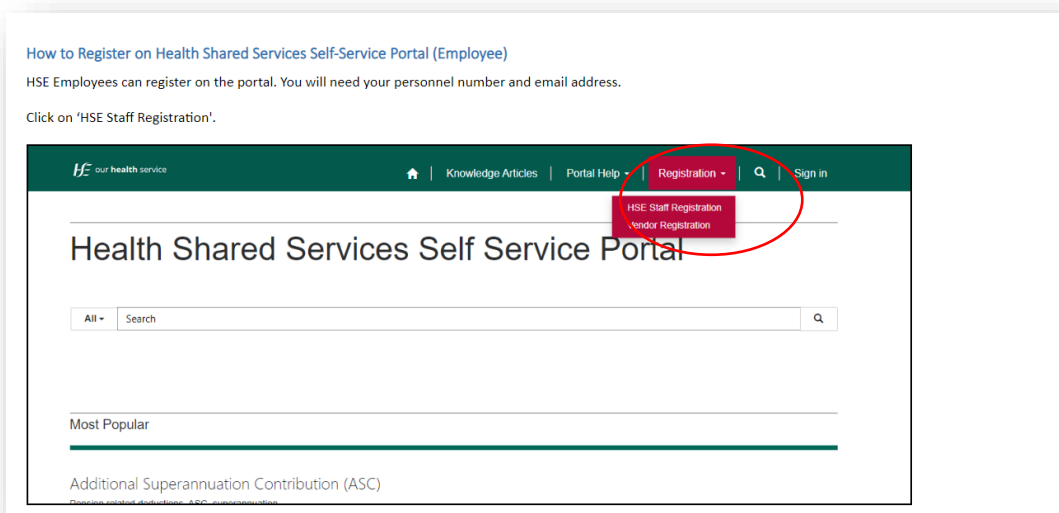
Please follow the steps below – complete all steps in process.

Stage 1 Create an account with Health Shared Services Self Service Portal.

1. Use this link to access the Health Shared Services Self Service Portal <https://hse.microsoftcrmportals.com/>
2. You will see the below screen



3. To register to access the Health Shared Service Self Service Portal, select the Registration tab, and select HSE Staff Registration from the dropdown menu





4. To complete this registration you will require your SAP Personnel number and an email address. Enter these details as per below screenshot

Enter your personnel number and click 'Next'

Enter your Personnel Number *

Next

Enter your email address and click 'Next'

Please enter your email address *

Submit



- You will receive an email with a link. Click on the link, which will redirect you back to the portal. The link will populate into the invitation code. Please note if you receive an error message you need to highlight the “Accept Invitation” link, right click and select copy and then paste it to Google Chrome and click enter. Ensure you use copy not copy link**

In order to complete your registration, please click on the link below.

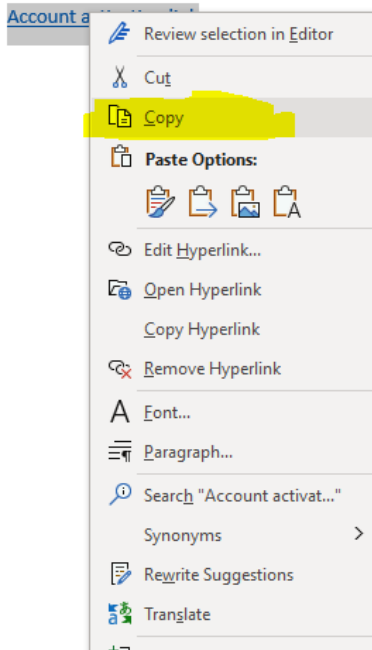
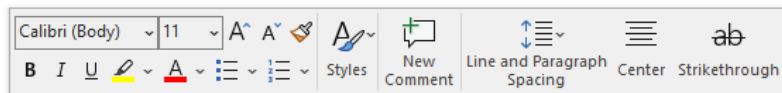
[ACCEPT INVITATION](#)

Or copy this link and paste into your browser:

<https://hse.microsoftportals.com/register?invitation=c5ZTzVRxTNrD-H-ZFNyXE03x2XM4MlJce3vL8c66aLF-QLoS-VwdegZGULUsDrQfjht-M-Uts7Um41YGB6K81FAeSARQdhVNO6BTvs6ZKuAGYwbtljlmJ5oaWoG1pQ7J9aMqolTkBCcXgGfzveQFuSt-k3ZujarFUL2von>

Regards,

Health Shared Services





6. Select Register

The screenshot shows the top navigation bar with 'our health service' and links for 'Knowledge Articles', 'Portal Help', 'Registration', and 'Sign in'. Below the navigation, there are buttons for 'Sign in', 'Register', and 'Redeem invitation'. The main heading is 'Sign up with an invitation code'. There is a text input field for an invitation code. Below the field, there is a link that says 'I have an existing account'. The 'Register' button is circled in red.

7. The below screen will appear. Enter your email address. Create a username and password. And complete the Captcha (for security)

- Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

The screenshot shows the registration form with the following fields: 'Email', 'Username', 'Password', and 'Confirm password'. Above the form, there is a 'Redeeming code' field. Below the form, there is a Captcha image with the text 'zTcCgVD'.



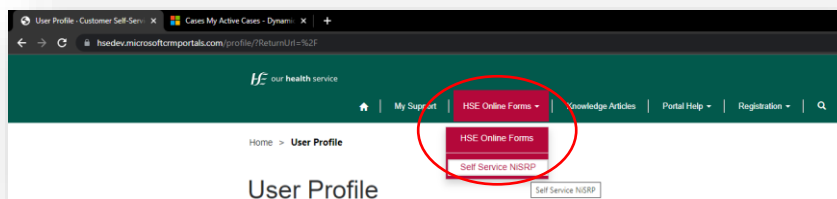
8. Next select sign in, to sign into the portal. Enter the username and password you created and select sign in.

9. Your details will appear on screen (see example below)



Stage 2 – Complete HR & Payroll Self Service registration form

10. Select the HSE Online Form tab at the top of the screen, and select Self Service NiSRP from the dropdown



11. A form will appear on screen for you to complete.

Activation Type *
Please indicate whether you are activating as an Employee, Manager or Retiree

First Name *

Last Name *

PPS Number *
A PPS Number is always 7 numbers followed by either one or two letters. Example: 1234567K or 1234567KK

Personnel Number *
Please enter your SAP Personnel Number

Date of Birth *
In the Format DD/MM/YYYY (Use the Calendar Tool to assist >>>)

Email Address *
*If activating a Manager Account, please enter a work email only (e.g. @hse.ie, @tusla.ie, @chie.ie)

Mobile Number *
Please provide a mobile number which is required for Authentication
Provide a telephone number

Boostring *
*If activating a Retiree Account please ignore this question
 No Yes

12. Under the heading Activation Type, please select the account type you wish to activate, Employee, Manager or Retiree.

PLEASE NOTE: if you are requesting activation of your manager account, you will have to complete the form twice, once as an employee and once as a manager.



Activation Type *
Please indicate whether you are activating as an Employee, Manager or Retiree

Employee
Manager
Retiree

13. Complete the form that appears on screen and select Submit.

Notes:

When entering your PPS, please assure the letter ending is in upper case, capital letter.
For personnel number you must use your new SAP personnel number
Employees may enter a personal or work email address. Managers <u>must</u> provide their work email address.
If you are an eRoster system user, who will continue to book your leave via your eRoster system, please select Yes for the last question on the activation form, otherwise select No.

Stage 3 Complete steps to Log on to HR & Payroll Self Service

- 14. You will receive an email confirming that the details you supplied on the form have been received**
- 15. Your HR & Payroll Self Service log in details will be sent via email from saphr.security@hse.ie (this email can take up to 2 working days due to data validation and processing)**
- 16. Go to www.hse.ie/nisrp for further support where you will find video tutorials, step by step guides and FAQs.**



Frequently Asked Questions

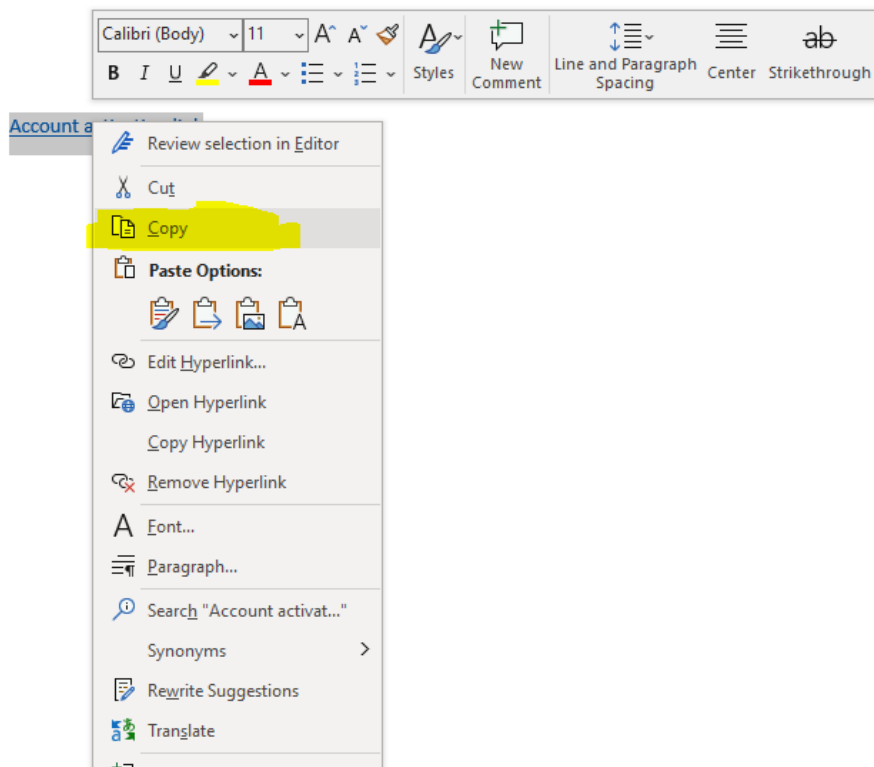
FAQ when helping users register for the portal and activating their Self Service Accounts

- 1. I cannot enter my email address when setting up my username and password for my Health Shared Services Self Service portal account (this is step 7 on user set up the guide)**

Check you are using Google Chrome.

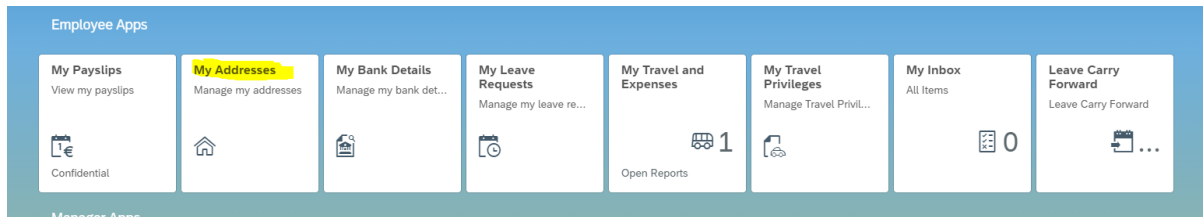
- 2. I received an email with the link to log in to the portal, but am receiving an error message when I click the link.**

You need to highlight the link, right click and select copy and then paste it to Google Chrome. Use copy not copy link, see screenshot below:



- 3. I have logged into the portal and my work address is incorrect**

You can update your work address when you log into your Self Service account in the My Addresses tile



4. I have sent in a manager account request and have not received my log in details, but have received their employee account details.

Check you supplied your work email address when completing your manager account request. Managers who supply a personal email address will not get access to their manager account. These managers will be contacted to advise them to resubmit their form with a work email address.

5. I have submitted my form but haven't received my log in details yet?

Log in details will be issued via email from the SAP Security Team from 20th March 2023 onwards (please check your junk mail folder)

6. I don't know my SAP Personnel Number

You can contact one of the NiSRP Programme Team Members at your local information stand or your Line Manager.

7. I can't log into the Health Shared Services Self Service Portal

Please contact the Self Service Helpdesk-NiSRP @support.nisrp@hse.ie

Please contact the Self Service Helpdesk-NiSRP at support.nisrp@hse.ie or 0818 300296