



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



HBS Health
Business
Services

The business division of the HSE

[Log on/Download Instructions to SAP Fiori Client \(ESS/MSS\) – Web Browser External to HSE](#)

Note:

Managers are not allowed to log on outside the HSE network. To log on as a Manager please use a HSE Device. To view your own details log on with your employee User ID i.e. E12345678

Summary

- Log in here: <https://myhseselfservice.hse.ie>
- This brings you to a SAP Net Weaver login page
- Employees: your **User ID** is the letter 'E' plus your personnel number (for example E30123456 - your personnel number should be 8 numbers long and start with 30)
- Managers: your **User ID** is the letter 'M' plus your personnel number (for example M30123456, your personnel number should be 8 numbers long and start with 30).
- After three failed login attempts a new password will automatically be sent to your email account. This can take up to 20 minutes to arrive. Please ensure you are using the most recent password you have been sent. If you do not receive it, please check your junk/spam folder
- If you have not received a new password **please email your personnel number** to hbs.nisrp@hse.ie and we will get a new password sent to your preferred email account
- If your account is locked and you have not received a new password please email your personnel number to hbs.nisrp@hse.ie and we will get a new password sent to your preferred email account
- After successfully entering your initial password you will be prompted to set a new password. This must be at least 8 characters long and contain uppercase letters, lowercase letters, numbers and symbols e.g. £, %
- If you are accessing Self Service from a personal device you will be emailed an additional **passcode** for security. This is **different from your password** that you enter with your user ID

More detailed instructions below...

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Note:

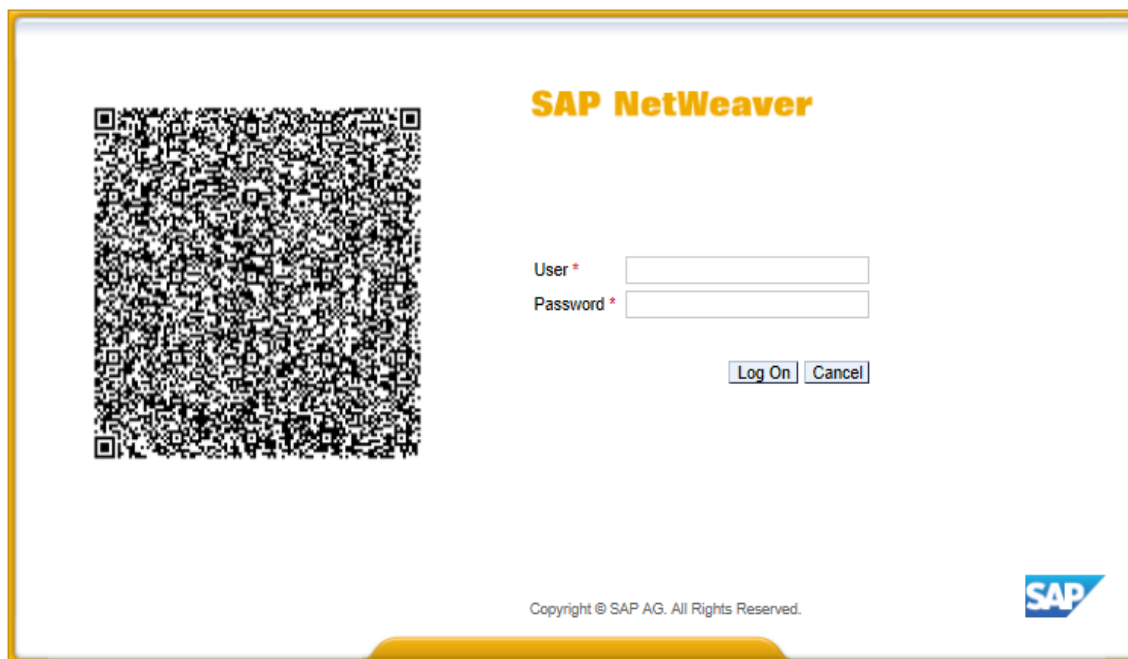
Managers are not allowed to log on outside the HSE network. To log on as a Manager please use a HSE Device. To view your own details log on with your employee user name i.e. E12345678

1. Open your preferred internet browser and enter the URL: <https://myhseselfservice.hse.ie>



A screenshot of a web browser address bar. The address bar contains the text "https://myhseselfservice.hse.ie" and has a small SAP logo icon on the left.

2. Initial logon screen appears



A screenshot of the SAP NetWeaver initial logon screen. The screen features a large QR code on the left. To the right, the text "SAP NetWeaver" is displayed in yellow. Below this, there are two input fields: "User *" and "Password *". Below the input fields are two buttons: "Log On" and "Cancel". At the bottom of the screen, there is a copyright notice "Copyright © SAP AG. All Rights Reserved." and the SAP logo.

3. Enter your SAP User ID and password and click on “Log On” button.

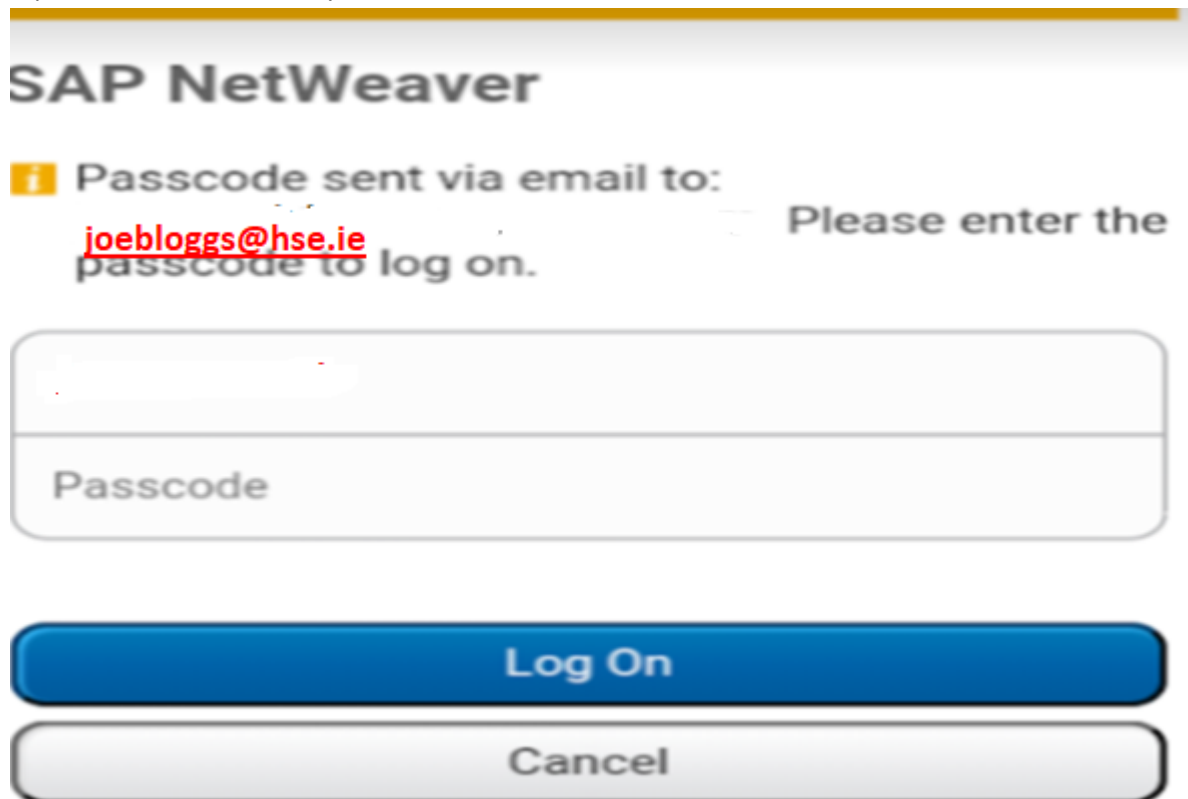


A screenshot of the SAP NetWeaver logon screen, showing the user ID and password entered. The user ID "E12345678" is entered in the "User *" field, and the password is masked with asterisks in the "Password *" field. The "Log On" button is highlighted with a red box. The rest of the screen, including the QR code, "SAP NetWeaver" title, and copyright notice, is the same as in the previous screenshot.

4. When first logging on with your User ID and password it will prompt you to re-enter your initial password and then you must enter and confirm your new password.



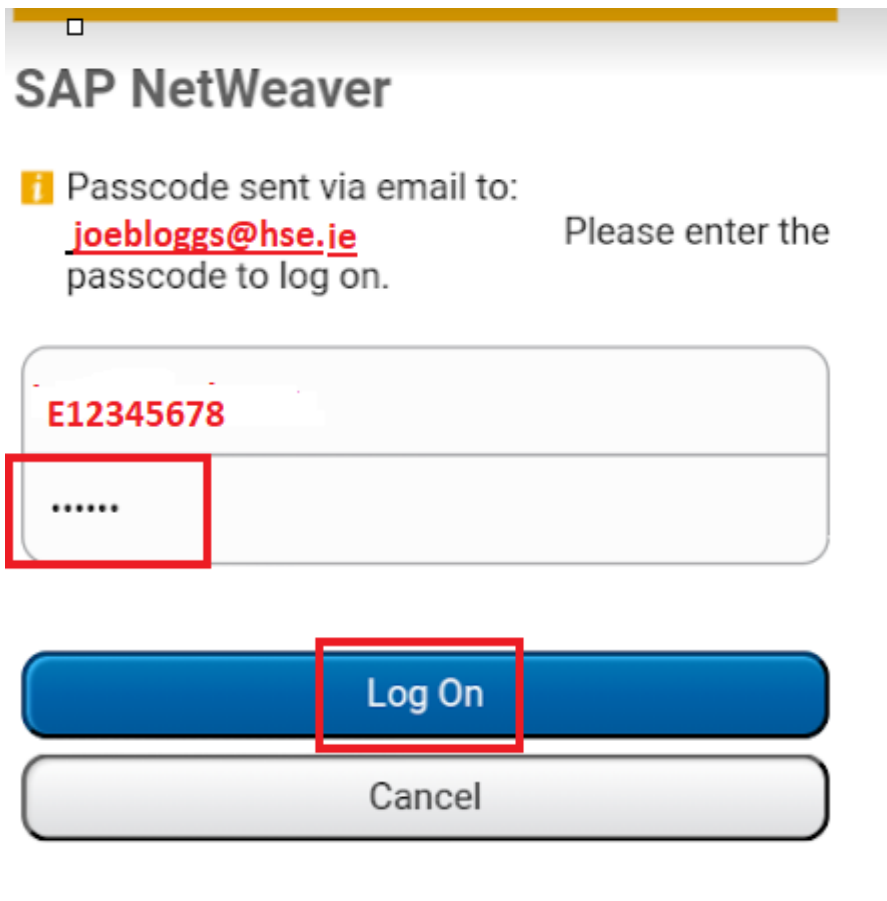
5. A passcode will be sent to your email address



6. Open your email and find the passcode:



7. Enter the passcode received in email and click on "Log On "button.



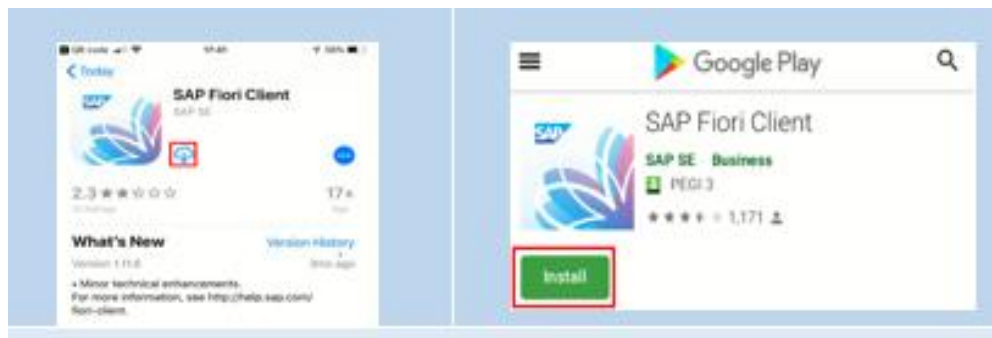
You have successfully logged in and Fiori Launchpad appears.

<https://myhseelfservice.hse.ie>

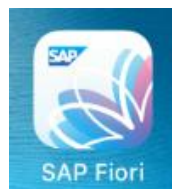
The screenshot shows the homepage of the myhseelfservice.hse.ie portal. The browser's address bar at the top displays the URL <https://myhseelfservice.hse.ie>, which is circled in red. Below the browser bar, there is a blue header with the HSE logo on the left and a 'Home' dropdown menu on the right. The main content area is divided into two sections: 'HSE Employee Apps' and 'HSE Manager Apps'. Under 'HSE Employee Apps', there are six white cards with blue borders and icons: 'My Payslips' (with a calendar icon and 'View my payslips' text), 'My Addresses' (with a house icon and 'Manage my addresses' text), 'My Bank Details' (with a bank icon and 'Manage my bank details' text), 'My Leave Requests' (with a calendar icon and 'Manage my leave request' text), 'My Travel and Expenses' (with a grid icon and 'Open Reports' text), and 'My Inbox' (with a mail icon and 'All Items' text). The 'My Payslips' card also includes a 'Confidential' label. The 'My Travel and Expenses' and 'My Inbox' cards show a large '0' next to their respective icons. At the bottom left of the page, the text 'HSE Manager Apps' is partially visible.

[Log on/Download Instructions to SAP Fiori Client \(ESS/MSS\) – Non HSE/External Smart Devices \(Tablet/iPad/Mobile Device\)](#)

- Please search for “**SAP Fiori Client**” on App Store (iPhone/iPad) or Google Play Store (Android Device) and click on get/install button.



1. Open Fiori Client application on your device by clicking on icon:

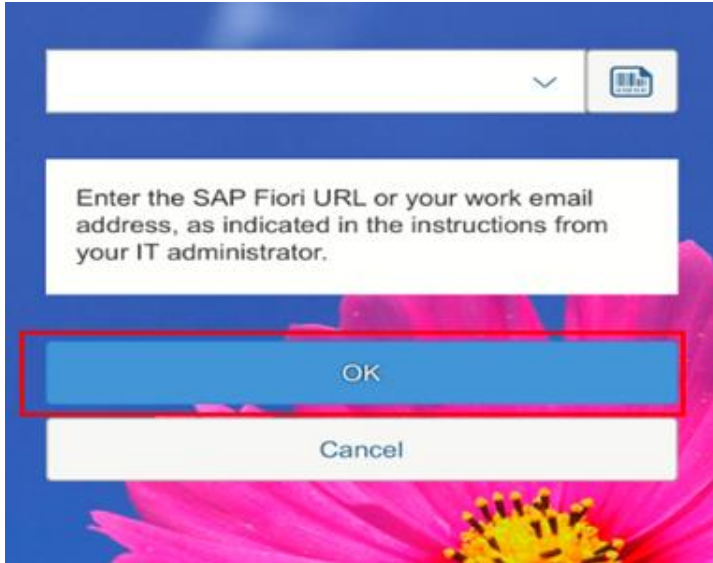


Note: Some smartphones (mobile devices) required to add the **SAP Fiori Client app** on the home screen manually. Please follow your mobile device instructions, as they vary from mobile to mobile.

2. Click on the Log In button



3. Enter SAP Fiori Client URL by clicking on the QR code 



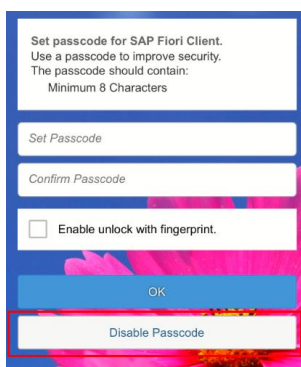
4. Scan QR code provided by system administrator (or enter URL) and select OK



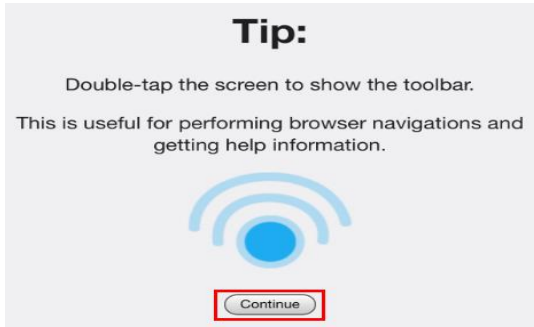
https://myhseelfservice.hse.ie/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sapclient=900&saml2idp=prod_idp&idplogonurl=https%253a%252f%252fmyhseelfservice.hse.ie%252fsaml2%252fidp%252fsso%253fsaml2sp%253dGW_PROD_SP%2526RelayState%253dfiori

5. Setting a passcode is **not mandatory**, it is an additional feature from **SAP Fiori Client App** and an added security measure to access **SAP Fiori Client(ESS/MSS)**.

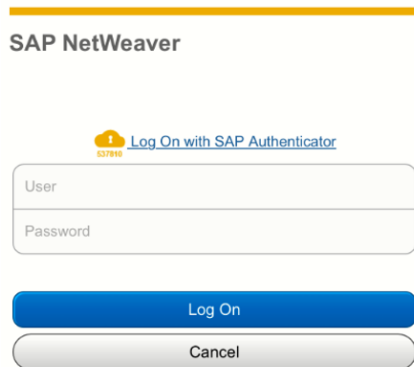
On the next screen, click on “Disable Passcode”. *SAP Fiori Client app’s passcode is not mandatory. Optionally you can set this passcode later.*



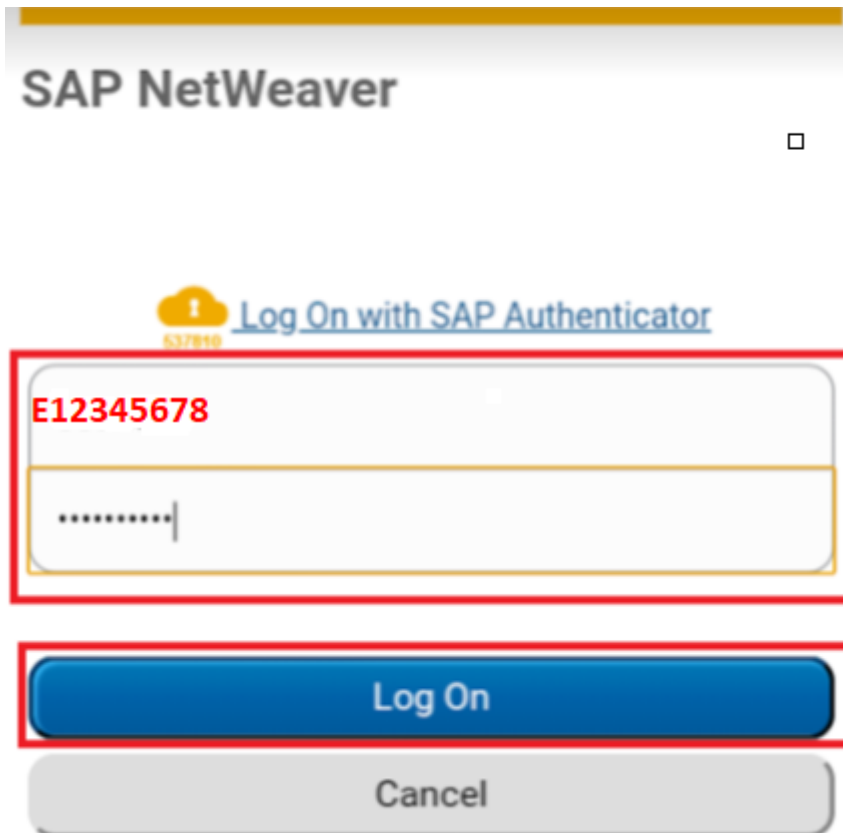
6. On the next screen read the Tip and click on “Continue” button



7. Configuration of SAP Fiori Client is now completed and Initial logon screen appears, see below screen shot:



8. Enter your SAP User ID and password and click on “Log On” button:



8. When first logging on with your User ID and password it will prompt you to re-enter your initial password and then you must enter and confirm your new password.

9 On the next screen you are prompted to enter the passcode, which has been sent to your email address:

The screenshot shows the SAP NetWeaver login interface. At the top, the text "SAP NetWeaver" is displayed. Below it, an information icon (i) is followed by the text "Passcode sent via email to:" and the email address "joebloggs@hse.ie" in red. To the right, it says "Please enter the passcode to log on." Below this, there are two input fields: the top one contains "joebloggs@hse.ie" and the bottom one is labeled "Passcode". At the bottom of the screen, there are two buttons: a blue "Log On" button and a grey "Cancel" button.

10 Open your email and find the passcode:

This screenshot is similar to the previous one, showing the SAP NetWeaver login screen. The email address "joebloggs@hse.ie" is highlighted in red. The "Passcode" input field is also highlighted with a red box and contains six dots. The "Log On" button is also highlighted with a red box. The "Cancel" button is visible below it.

11 In Fiori Client, Enter the passcode received in email and click on "Log On "button.

SAP NetWeaver

i Passcode sent via email to:
joebloggs@hse.ie Please enter the
passcode to log on.

E12345678

.....

Log On

Cancel

12 You have successfully logged in and Fiori Launchpad appears:



13 To **SIGN OUT**, please click on **Profile icon** button and click **Sign Out and OK**

