



[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. E30123456

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)
- If you have forgotten your password or wish to change your password – Please select Password reset option.
- Password will be sent to your email address.
- Logon – Enter password sent to email address
- Enter new password and confirm password – Logon
- Passcode issued to your Email address
- 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. £, %
- Accessing Self Service from a personal device will require 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:

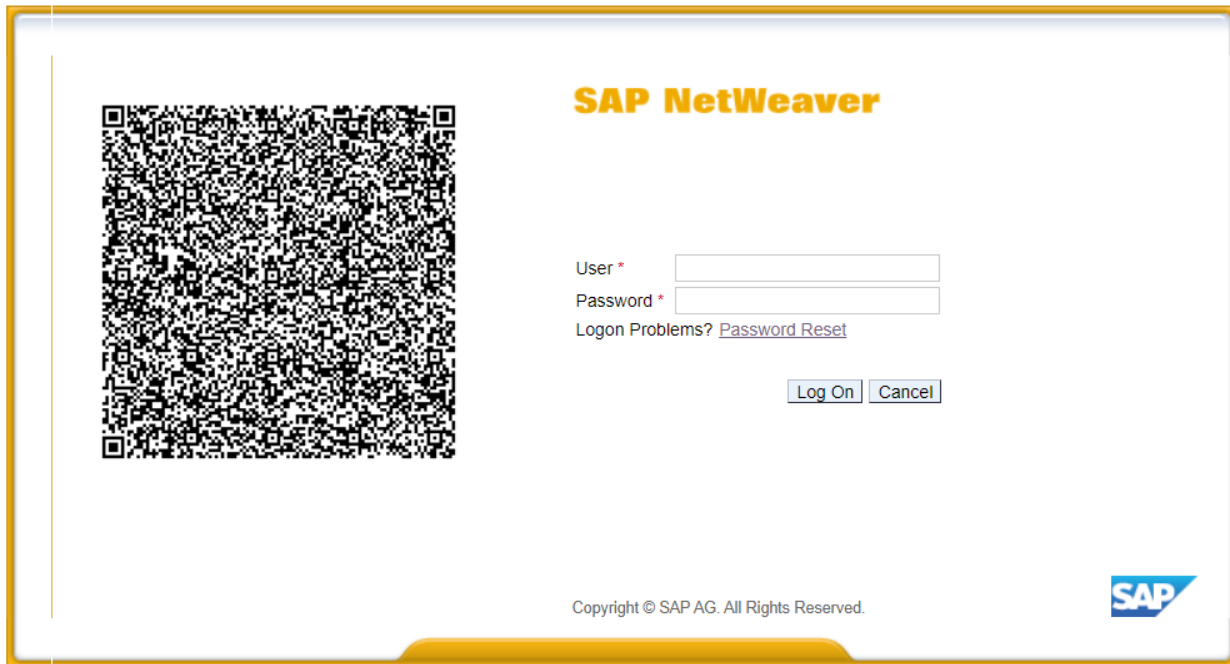
Managers are not allowed to log on outside the HSE network. To log on as a Manager please use a HSE Device.
To view your own details log on with your employee user name i.e. E30123456

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



https://myhseselfservice.hse.ie

2. Initial logon screen appears



SAP NetWeaver

User *

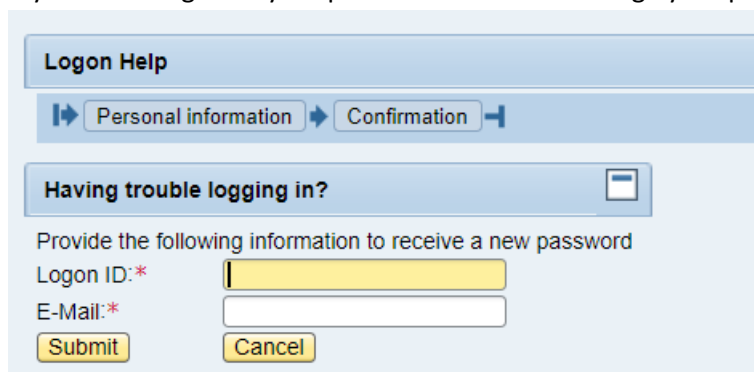
Password *

Logon Problems? [Password Reset](#)

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Reset Password

If you have forgotten your password or wish to change your password – Please select Password reset option



Logon Help

Personal information → Confirmation ←

Having trouble logging in?

Provide the following information to receive a new password

Logon ID: *

E-Mail: *

- **Logon ID**
Enter one of the following:- Employee letter 'E' plus your personnel number (8 numbers long)
Retiree letter 'R' plus your personnel number
- **Email:-**
Enter email address assigned to your User ID
Click on Submit

Logon Help

Personal information → Confirmation

Confirmation of Password Reset

New password was assigned and sent by e-mail

[Continue](#)



Password reset
noreply.idp to: Joe.Bloggs

From: <noreply.idp@hse.ie>
To:

Dear

As requested your password has been reset.

Your password is r2pUbeLhHa@A

After successfully entering this temporary password you will be prompted to set a new password.

This must be at least 8 characters long, contain at least 3 letters - 1 must be uppercase, a number and a symbol e.g. &, %

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

SAP NetWeaver

User *

Password *

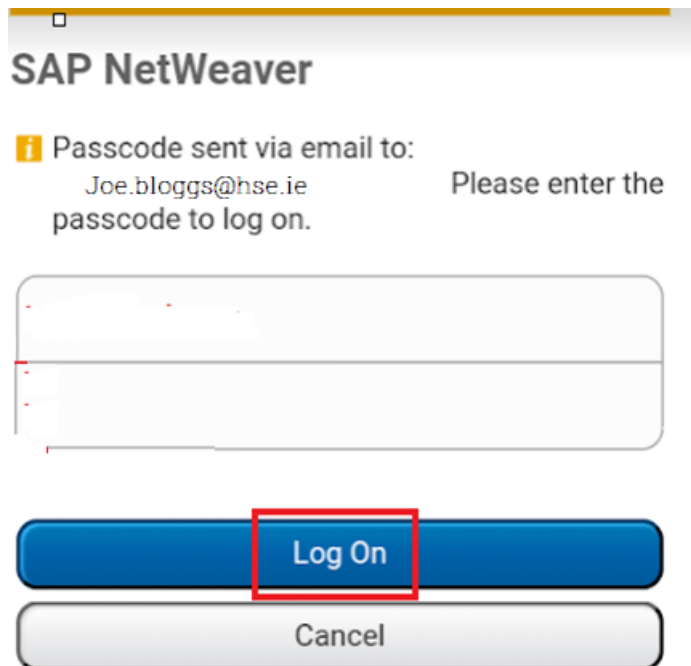
Logon Problems? [Password Reset](#)

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



5. A passcode will be sent to your email address



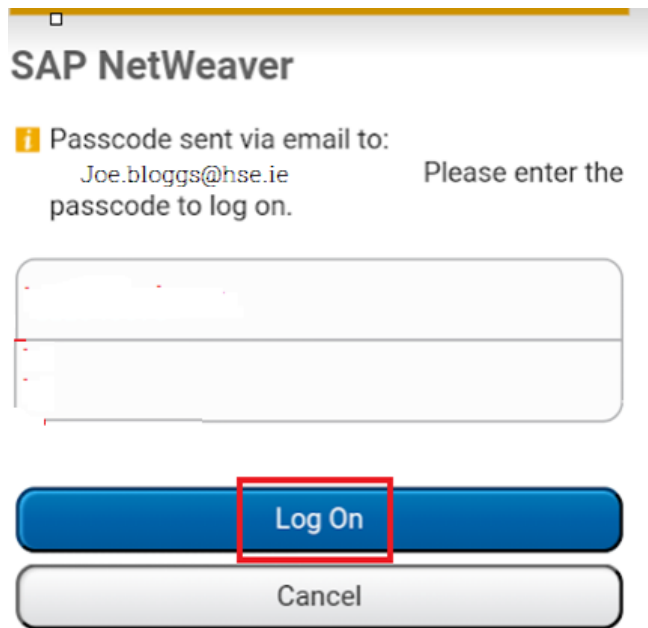
6. Open your email and find the passcode:

From: <noreply.idp@hse.ie>
Date: Fri 22 May 2020 at 15:06
Subject: Passcode for accessing HSE Fiori
To: <xxxxx.xxxx@gmail.com>

Hello First Name, Last Name,

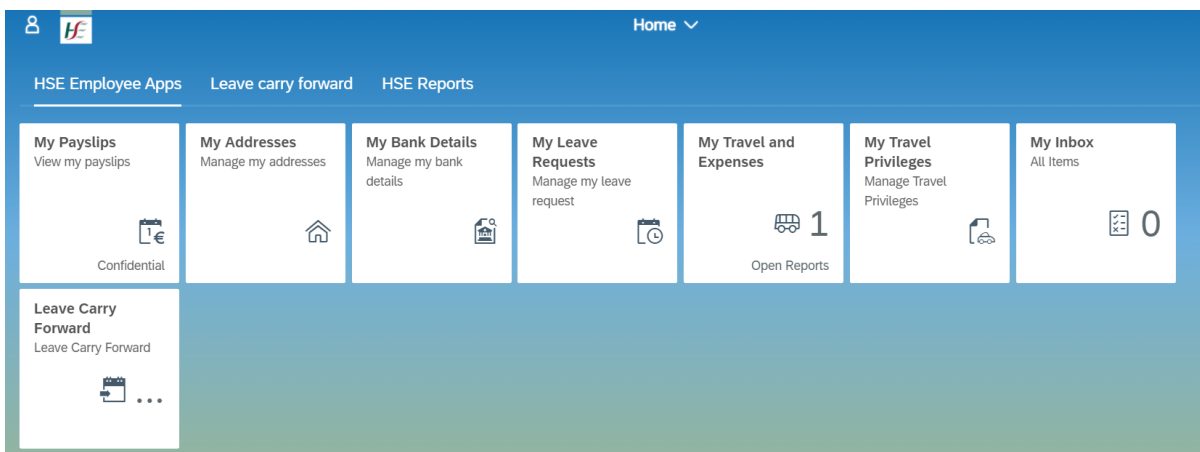
To log on, please enter the following passcode: 862314.

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



The screenshot shows the SAP NetWeaver login interface. At the top, it says "SAP NetWeaver". Below that, there is a message: "Passcode sent via email to: Joe.bloggs@hse.ie Please enter the passcode to log on." There is a large text input field for the passcode. Below the input field are two buttons: a blue "Log On" button and a grey "Cancel" button. The "Log On" button is highlighted with a red square.

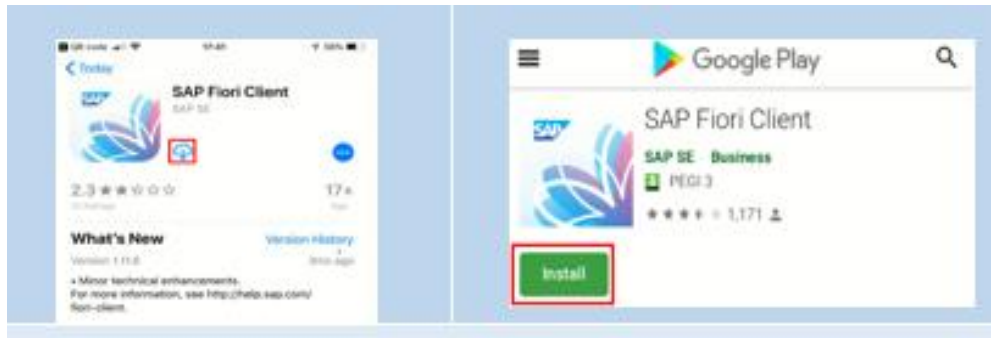
You have successfully logged in and Fiori Launchpad appears.



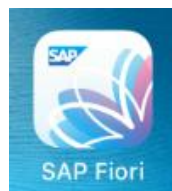
The screenshot shows the SAP Fiori Launchpad home screen. The top navigation bar includes the SAP logo, a user profile icon, and the text "Home". Below the navigation bar, there are three tabs: "HSE Employee Apps", "Leave carry forward", and "HSE Reports". The main content area displays several tiles: "My Payslips" (View my payslips, Confidential), "My Addresses" (Manage my addresses), "My Bank Details" (Manage my bank details), "My Leave Requests" (Manage my leave request), "My Travel and Expenses" (Open Reports, 1), "My Travel Privileges" (Manage Travel Privileges), and "My Inbox" (All Items, 0). There is also a "Leave Carry Forward" tile.

[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:

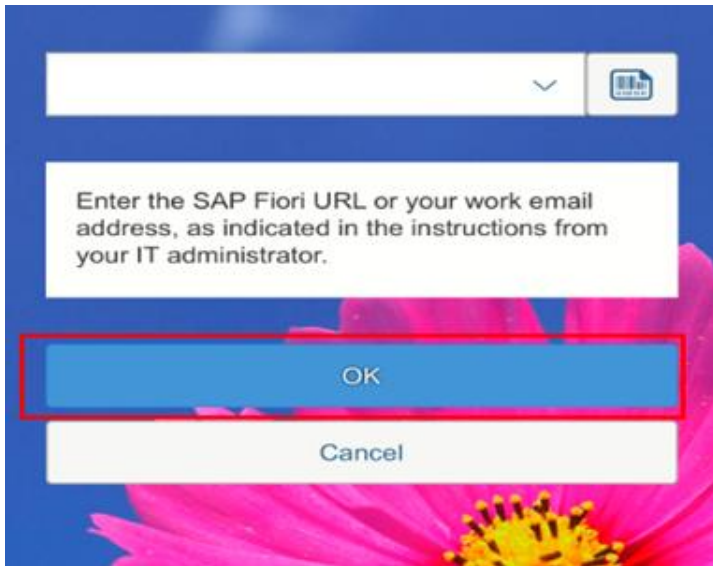


Note: Some smartphones (mobile devices) required to add the **SAP Fiori Client app** on the home screen manually. Please follow your mobile device instructions, as they vary from mobile to mobile.

2. Click on the Log In button



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



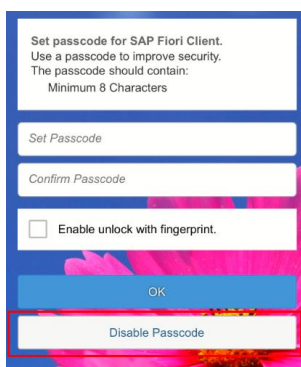
4. Scan QR code provided by system administrator (or enter URL) and select OK



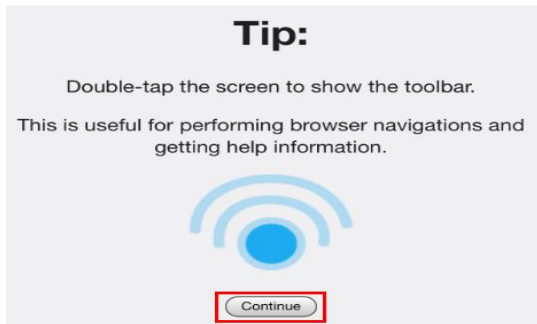
https://myhseelfservice.hse.ie/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sapclient=900&saml2idp=prod_idp&idplogonurl=https%253a%252f%252fmyhseelfservice.hse.ie%252fsaml2%252fidp%252fsso%253fsaml2sp%253dGW_PROD_SP%2526RelayState%253dfiori

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)**.

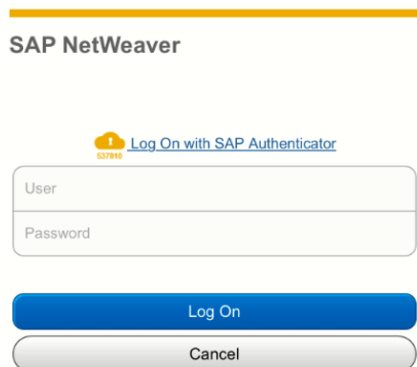
On the next screen, click on “Disable Passcode”. *SAP Fiori Client app’s passcode is not mandatory. Optionally you can set this passcode later.*



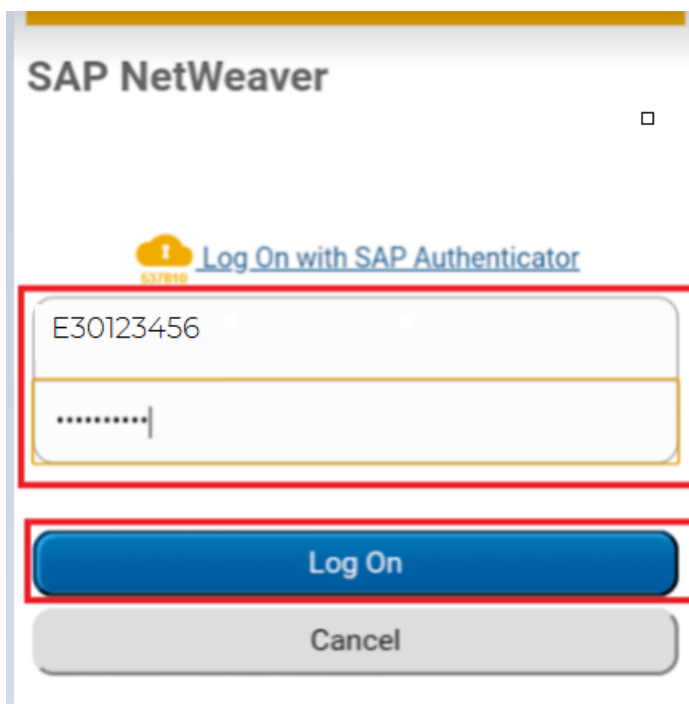
6. On the next screen read the Tip and click on “Continue” button



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



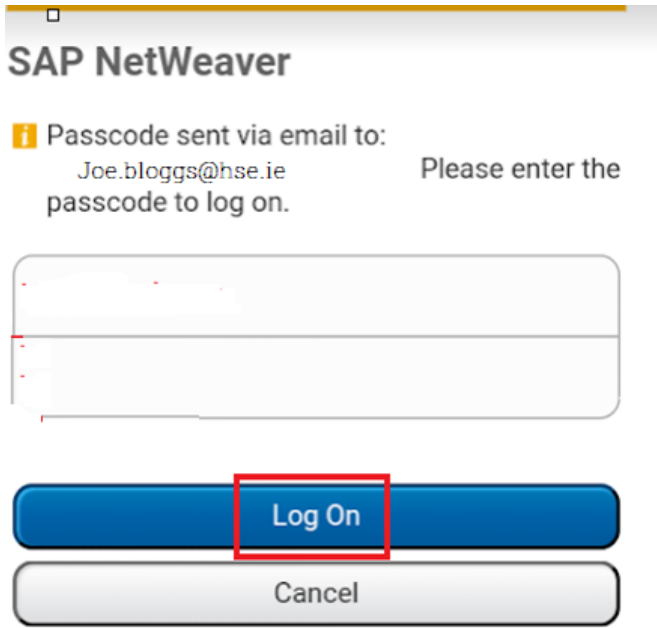
8. Enter your SAP User ID and password and click on “Log On” button:



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:



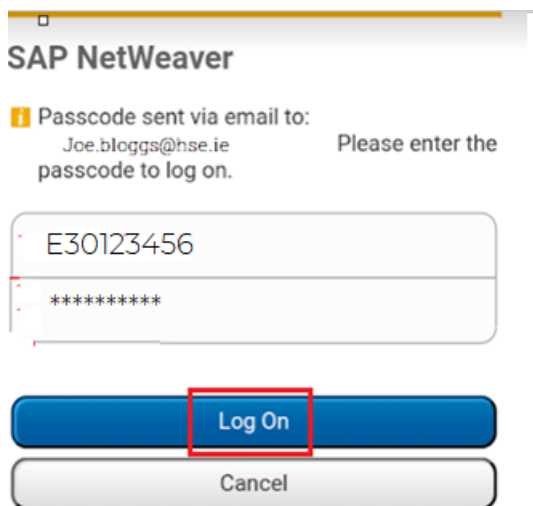
10 Open your email and find the passcode:

From: <noreply.idp@hse.ie>
Date: Fri 22 May 2020 at 15:06
Subject: Passcode for accessing HSE Fiori
To: <xxxxx.xxxx@gmail.com>

Hello First Name, Last Name,

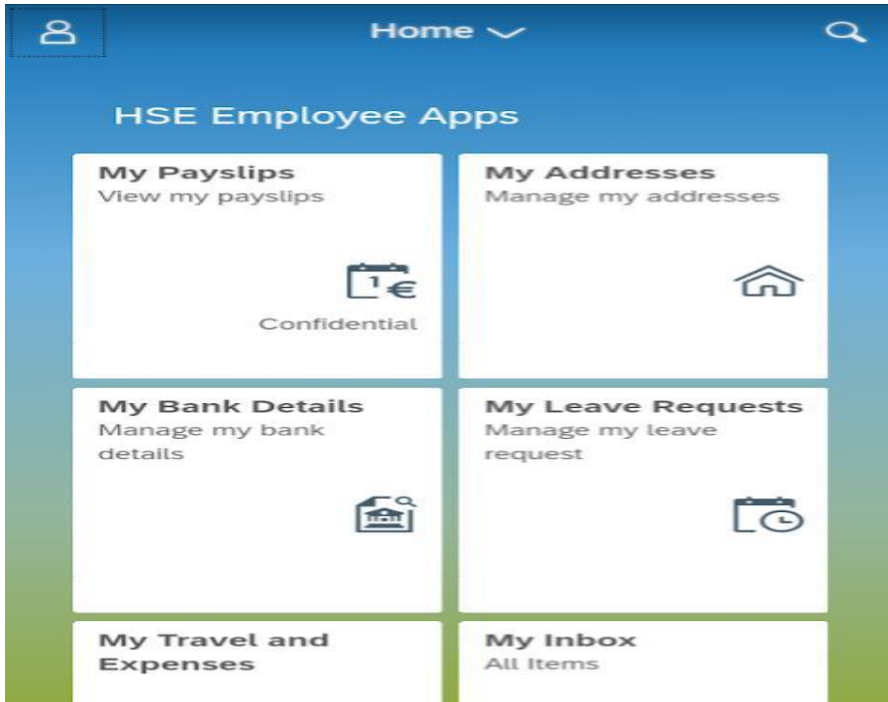
To log on, please enter the following passcode: 862314.

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



The screenshot shows the SAP NetWeaver login interface. At the top, it says "SAP NetWeaver". Below that, a message states: "Passcode sent via email to: Joe.bloggs@hse.ie Please enter the passcode to log on." There are two input fields: the first contains the passcode "E30123456" and the second contains "*****". At the bottom, there are two buttons: a blue "Log On" button and a grey "Cancel" button. The "Log On" button is highlighted with a red rectangle.

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**

