



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



HBS



HBS Health
Business
Services

The business division of the HSE

[Log on Instructions to SAP Fiori Client \(ESS/MSS\) – Web Browser on HSE Network \(Internet Explorer/Google Chrome/Firefox\)](#)

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).
- Managers: your **User ID** is the letter 'M' plus your personnel number (for example M30123456, 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
- 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. £, %
-

More detailed instructions below...

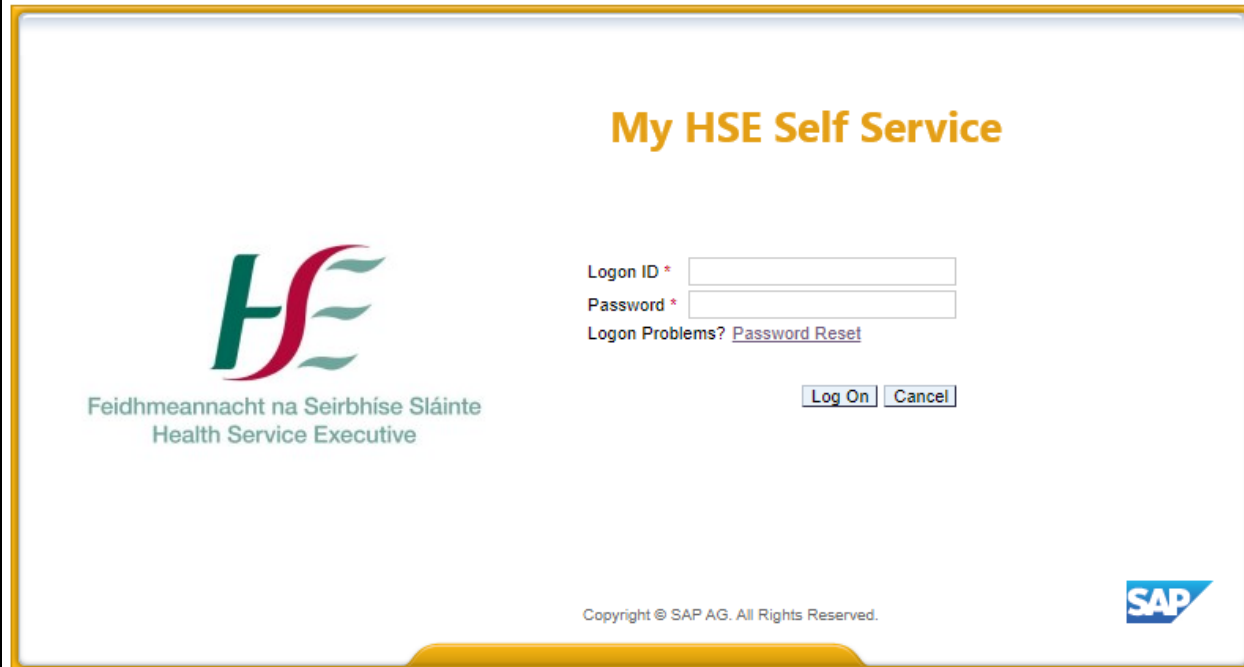
[Log on Instructions to SAP Fiori Client \(ESS/MSS\) – Web Browser on HSE Network \(Internet Explorer/Google Chrome/Firefox\)](#)

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



https://myhseelfservice.hse.ie

2. Initial logon screen appears



My HSE Self Service

Logon ID *

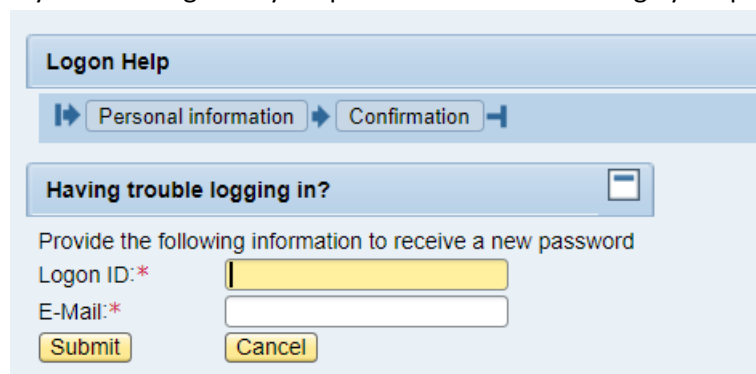
Password *

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.

My HSE Self Service




Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Logon ID *

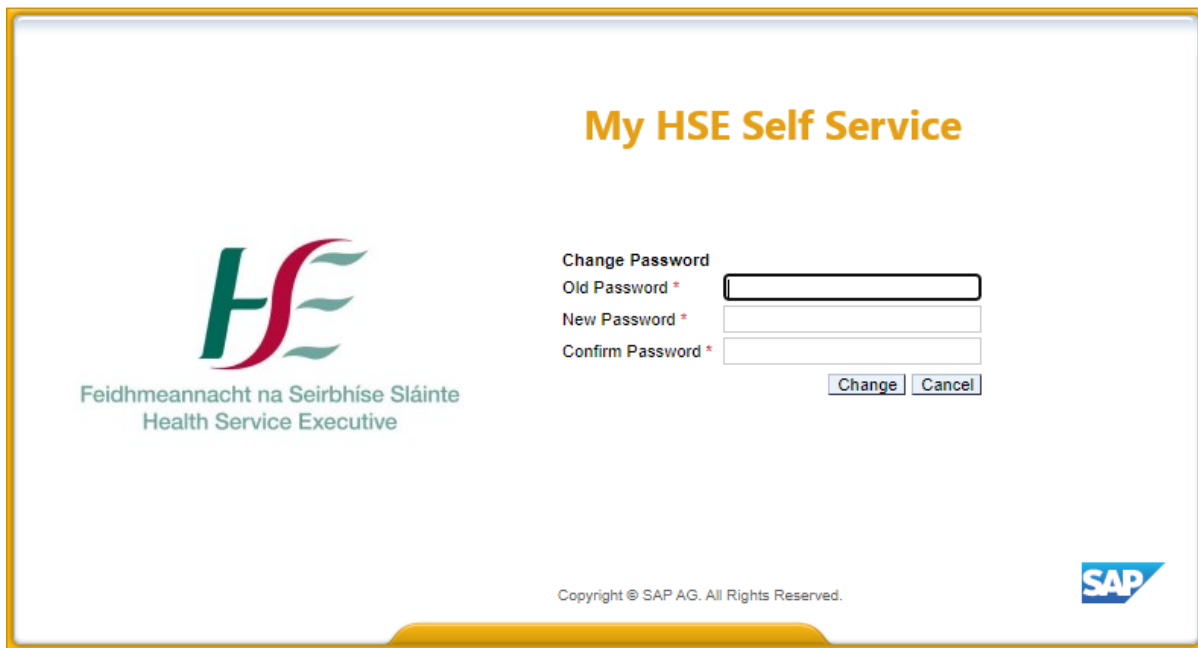
Password *

Logon Problems? [Password Reset](#)

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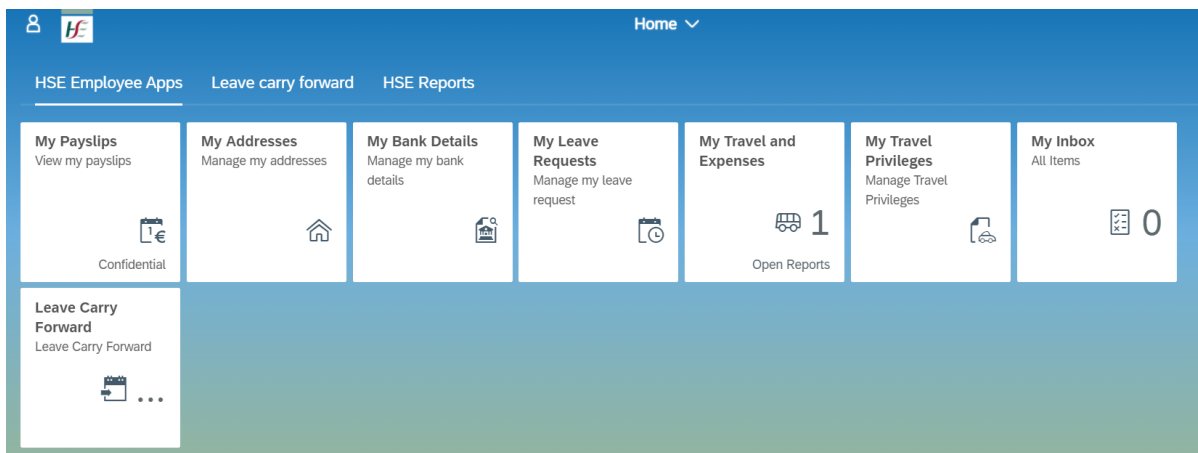


4. When first logging on with your User ID and password it will prompt you to re-enter your initial password and then you must enter and confirm your new password.



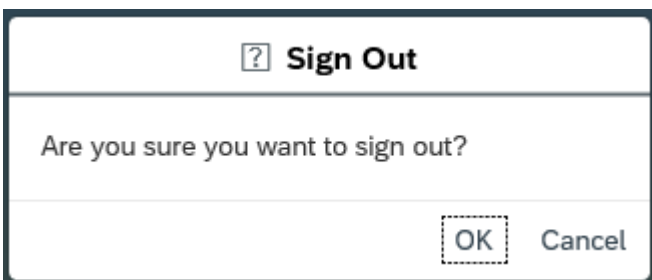
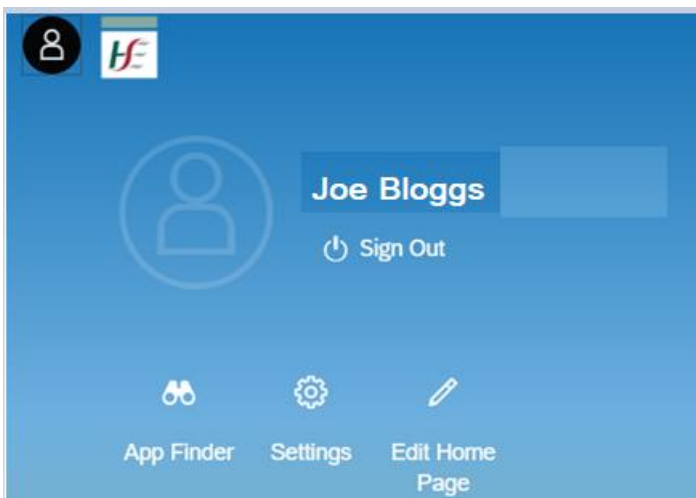
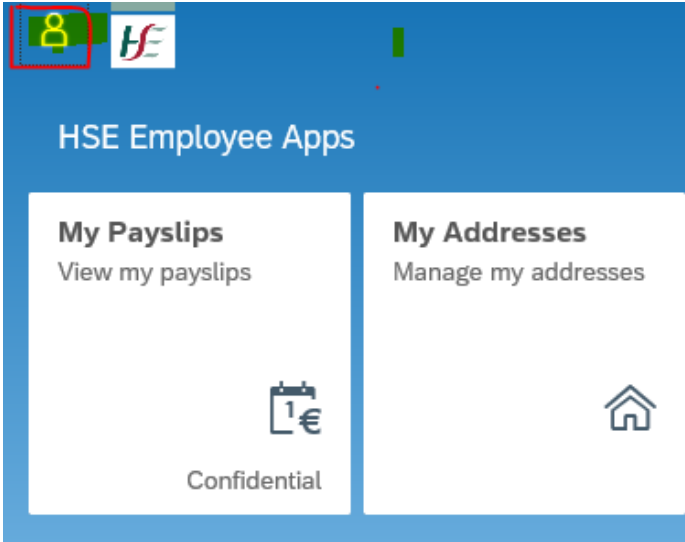
The screenshot shows the 'My HSE Self Service' interface. On the left is the HSE logo with the text 'Feidhmeannacht na Seirbhíse Sláinte Health Service Executive'. On the right, under the heading 'Change Password', there are three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. Below these fields are 'Change' and 'Cancel' buttons. At the bottom right is the SAP logo, and at the bottom center is the copyright notice 'Copyright © SAP AG. All Rights Reserved.'

5. You have successfully logged in and Fiori Launchpad appears.



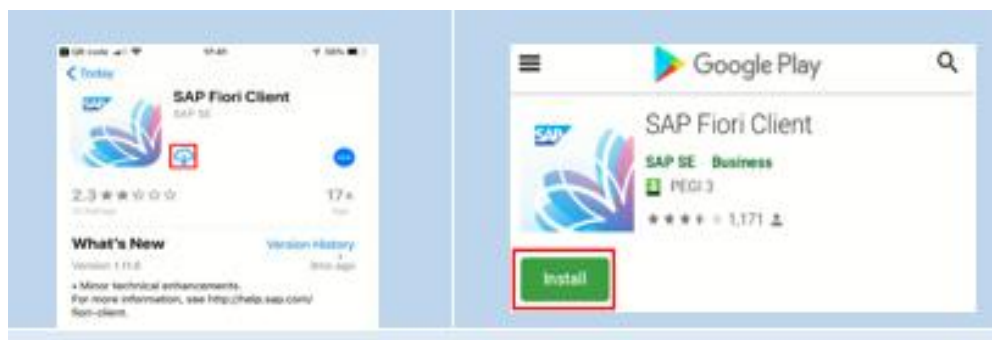
The screenshot displays the Fiori Launchpad dashboard. At the top, there is a user profile icon, the HSE logo, and a 'Home' dropdown menu. Below this are three tabs: 'HSE Employee Apps', 'Leave carry forward', and 'HSE Reports'. The main area contains several tiles: 'My Payslips' (View my payslips, Confidential), '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). A 'Leave Carry Forward' tile is also visible at the bottom left.

6. To **SIGN OUT**, please click on **Profile icon** button and click **SIGN OUT**

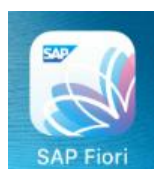


[Log on/Download Instructions to SAP Fiori Client \(ESS/MSS\) – HSE Smart Devices \(Tablet/iPad/Mobile Device\)](#)

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

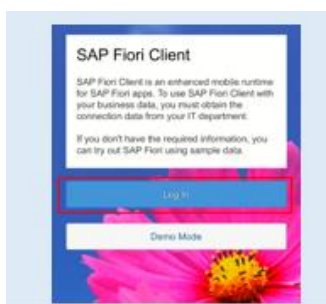


1. Open Fiori Client application on your device by clicking on the icon:

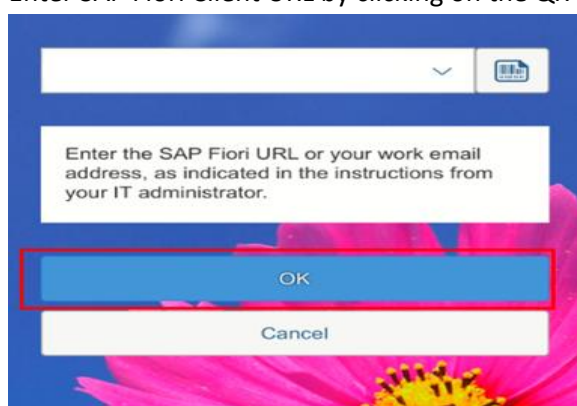


Note: Some smartphones (mobile devices) required to add the **SAP Fiori Client app** on the home screen manually. Please follow your mobile device instructions, as they vary from mobile to mobile.

2. Click on the Log In button



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

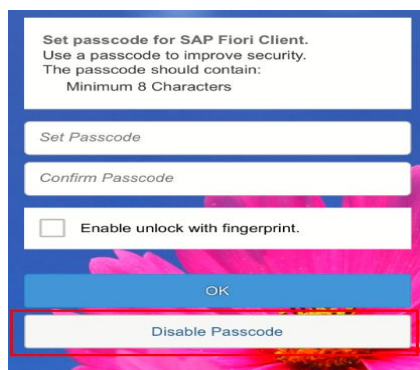


4. Scan QR code provided by system administrator (or enter URL) and select OK

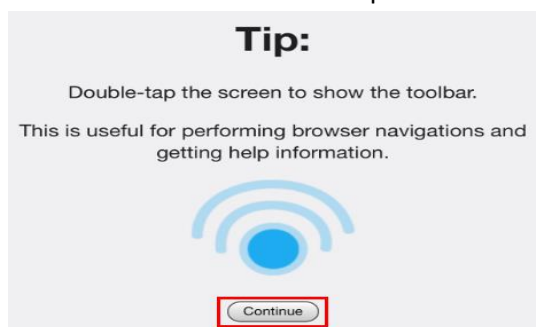


https://myhseelfservice.hse.ie/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sapclient=900&saml2idp=prod_idp&idplogonurl=https%253a%252f%252fmyhseelfservice.hse.ie%252fsaml2%252fidp%252fsso%253fsaml2sp%253dGW_PROD_SP%2526RelayState%253dfiori

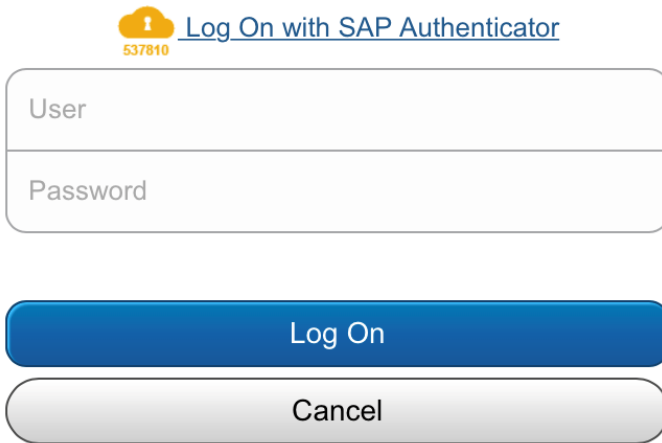
5. On the next screen, click on “Disable Passcode” - setting a passcode is **not mandatory**, it is an additional feature from **SAP Fiori Client App** and an added security measure to access **SAP Fiori Client (ESS/MSS)**. *Optionally you can set this passcode later.*



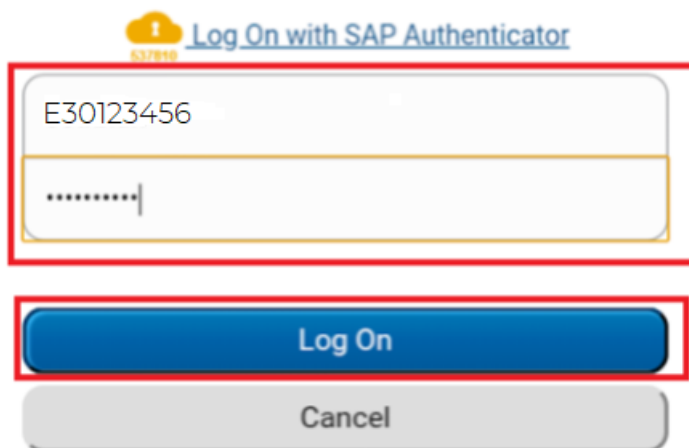
6. On the next screen read the Tip and click on “Continue” button



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

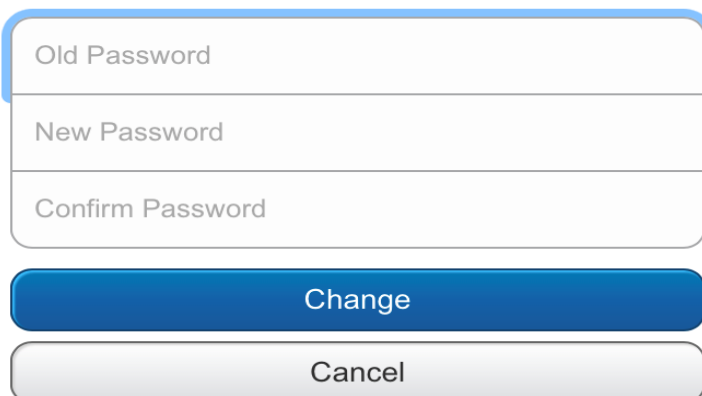


8. Enter your SAP User ID and Click on “Password Reset” if you don’t know your password This will send an initial/temporary password to your identified email address.

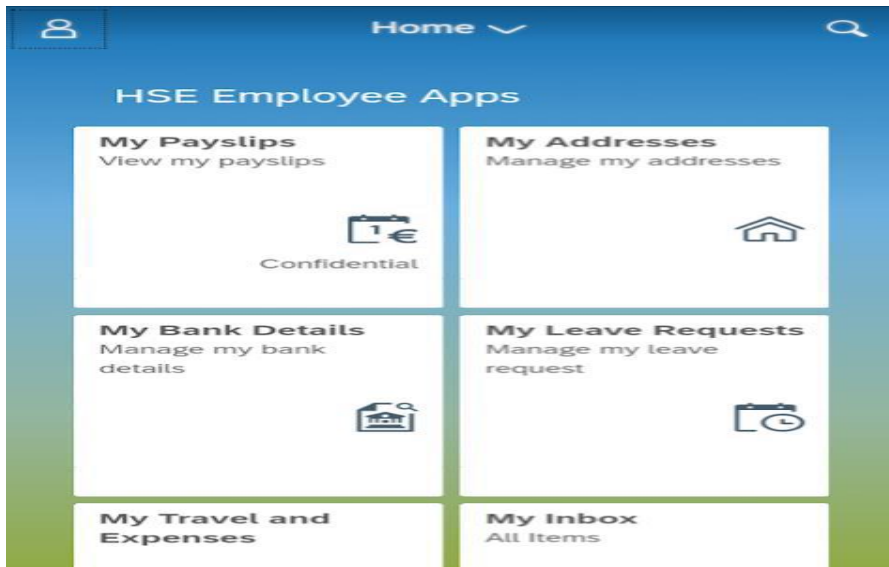


9. When first logging on with your User ID and password it will prompt you to re-enter your initial password and then you must enter and confirm your new password.

Change Password



10. You have successfully logged in and Fiori Launchpad appears:



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

