Log on Instructions to SAP Fiori Client – My HSE Self Service

Using Web Browser External to HSE / Personal Devices

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…

Log on/Download Instructions to SAP Fiori Client – My HSE Self Service – Web Browser External to HSE/ Personal Devices
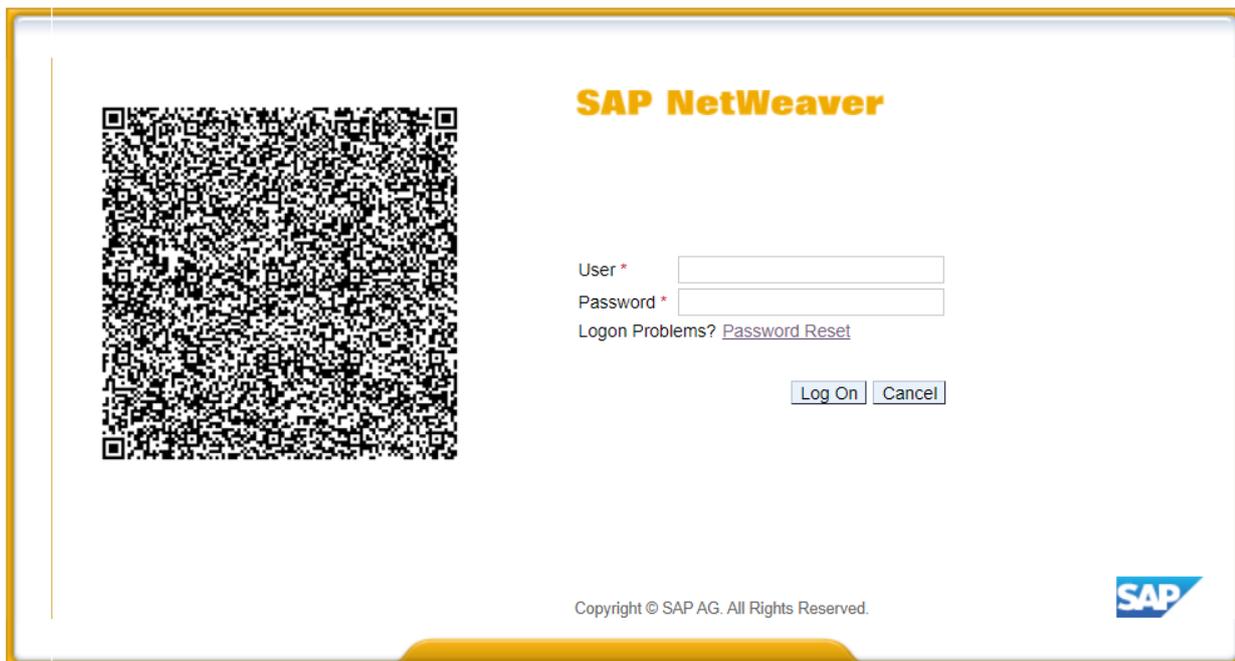
Note:

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

Reset Password

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

- **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
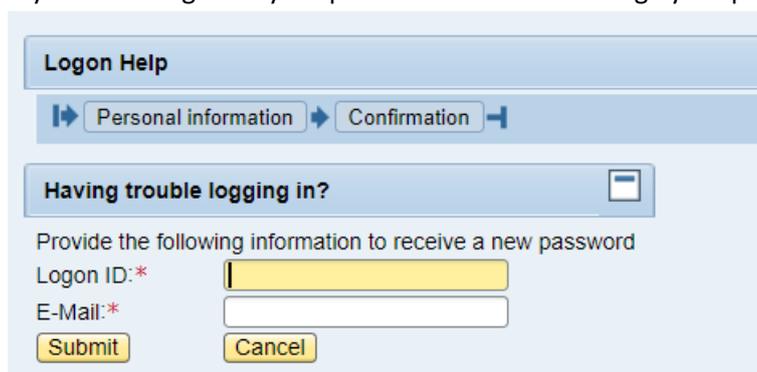
Logon Help

⏩ 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 *   E30123456
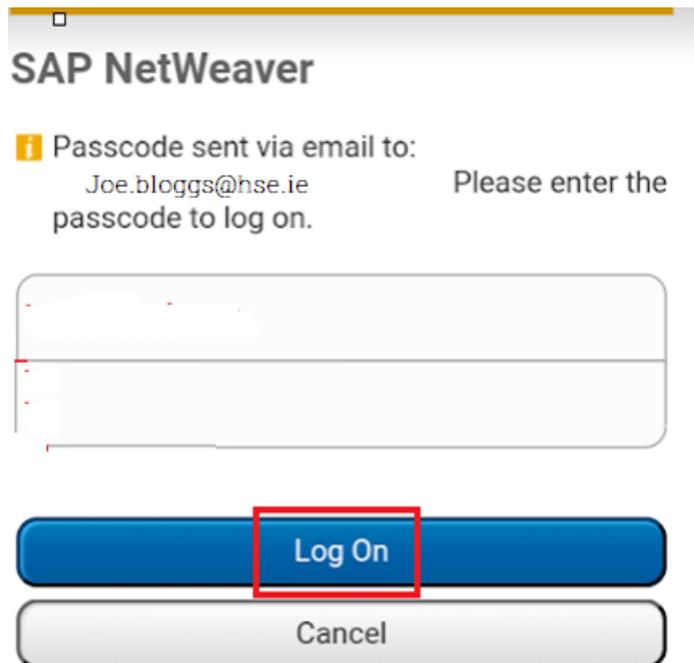Password *
Logon Problems? Password Reset

Log On   Cancel

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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.
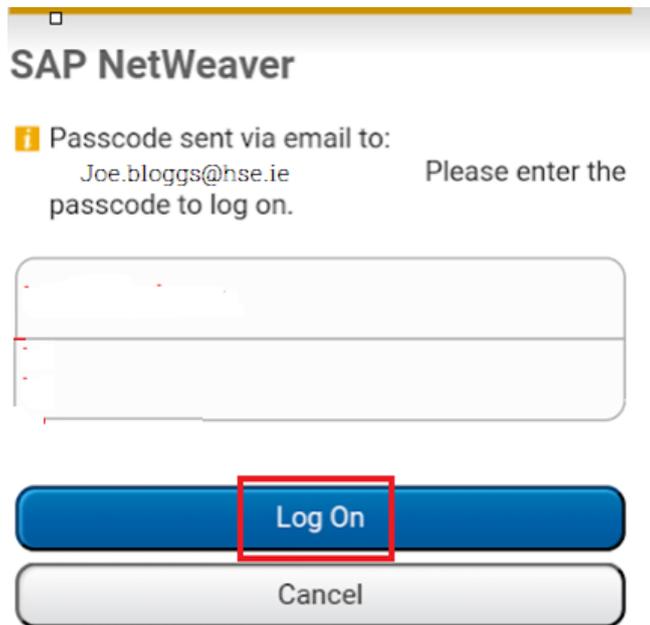
5. A passcode will be sent to your email address

6. Open your email and find the passcode:

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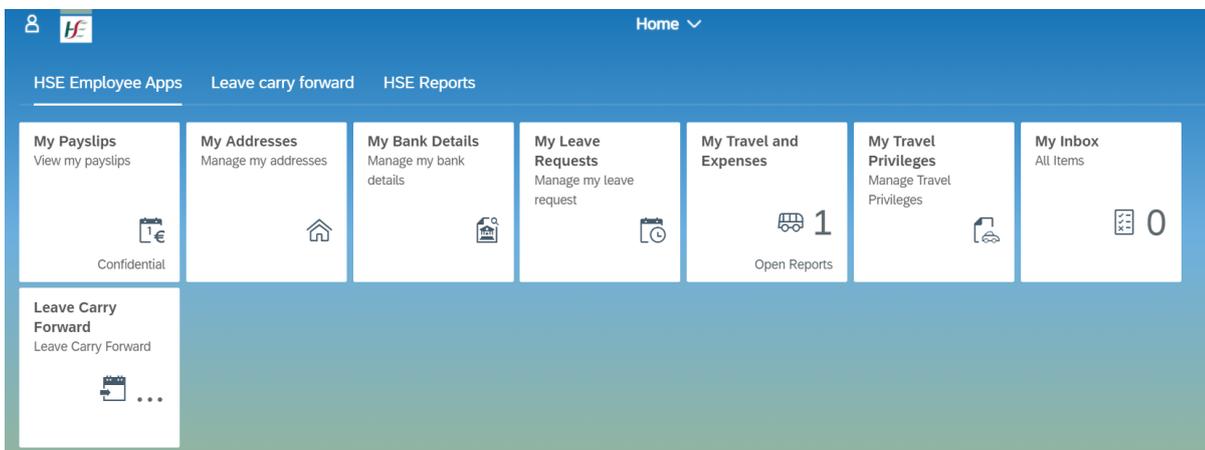Subject: Passcode for accessing HSE Fiori
To: <xxxx.xxxx@gmail.com>

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.

SAP NetWeaver

ℹ Passcode sent via email to:
Joe.bloggs@hse.ie
passcode to log on.

Please enter the

Log On

Cancel

You have successfully logged in and Fiori Launchpad appears.

HSE Employee Apps	Leave carry forward	HSE Reports				
My Payslips View my payslips	**My Addresses** Manage my addresses	**My Bank Details** Manage my bank details	**My Leave Requests** Manage my leave request	**My Travel and Expenses**	**My Travel Privileges** Manage Travel Privileges	**My Inbox** All Items
Confidential				1 Open Reports		0
Leave Carry Forward Leave Carry Forward						

Log on/Download Instructions to SAP Fiori Client App – My HSE Self Service using Personal Devices Tablet/IPad/Mobile Device – iPhone or Android

➢ Please search for "**SAP Fiori Client**" on App Store (IPhone/IPad) or Google Play Store (Android Device) and click on get/install button.
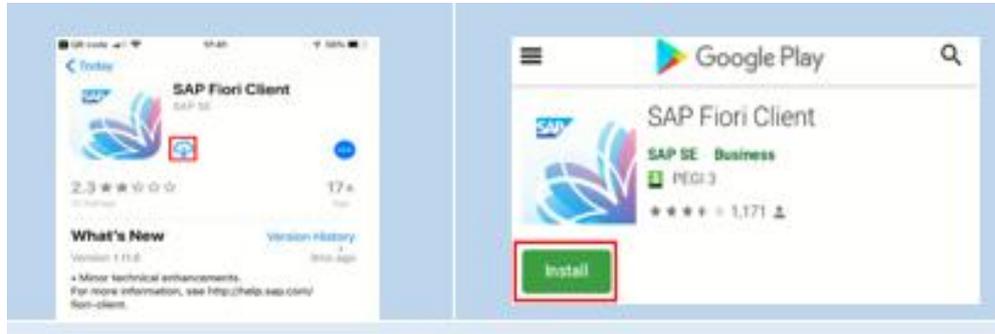
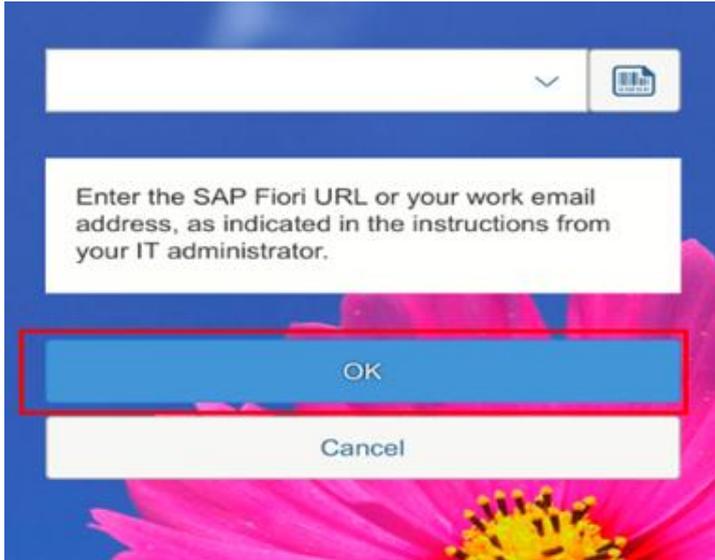1. Open Fiori Client application on your device by clicking on icon:

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

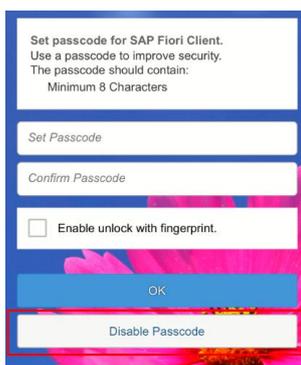3. Enter SAP Fiori Client URL by clicking on the QR code

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

https://myhseselfservice.hse.ie/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sapclient=900&saml2idp=prod_idp&idplogonurl=https%253a%252f%252fmyhseselfservice.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.*
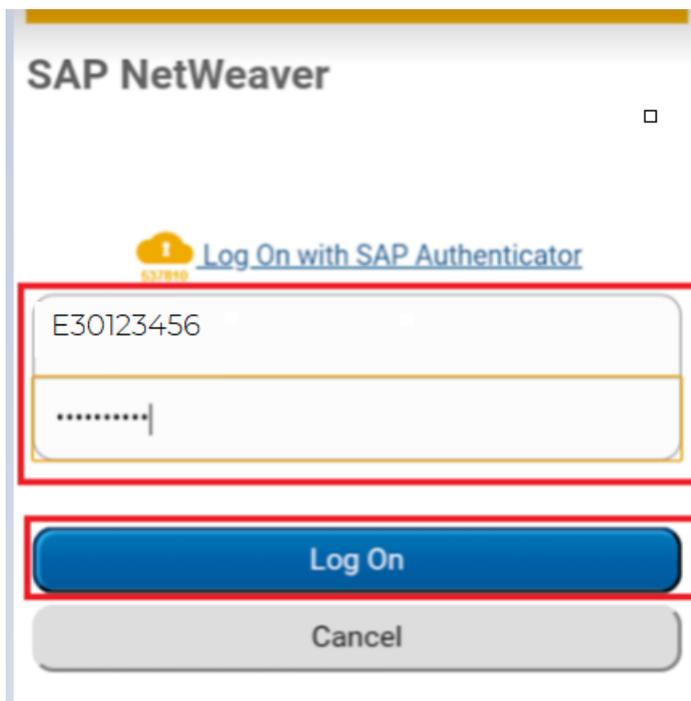
6. On the next screen read the Tip and click on "Continue" button

Tip:

Double-tap the screen to show the toolbar.

This is useful for performing browser navigations and getting help information.

Continue

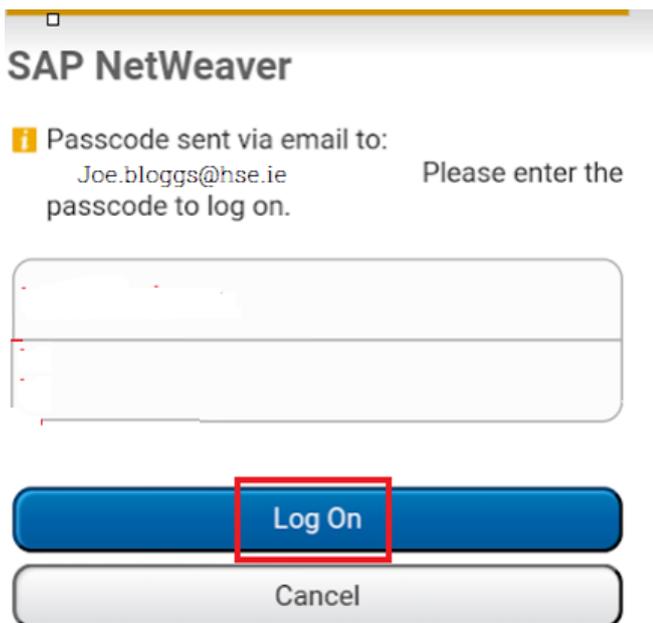7. Configuration of SAP Fiori Client is now completed and Initial logon screen appears, see below screen shot:

SAP NetWeaver

Log On with SAP Authenticator
537810

| User |
| Password |

Log On

Cancel

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

SAP NetWeaver

☐

Log On with SAP Authenticator
537810

E30123456

·········

Log On

Cancel

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.

SAP NetWeaver

Change Password
Old Password *
New Password *
Confirm Password *
                                Change Cancel

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

SAP NetWeaver

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

                    Log On

                    Cancel

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.
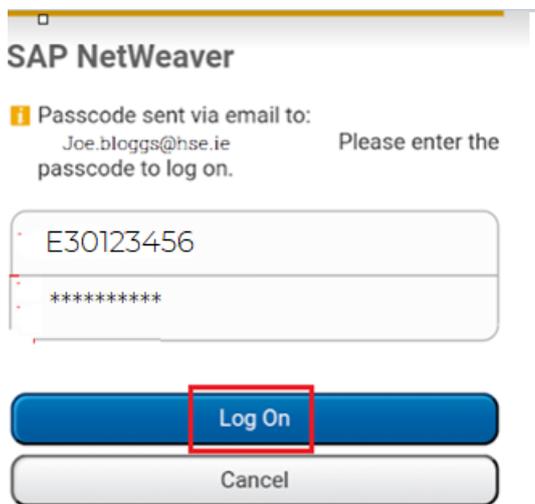
SAP NetWeaver

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

E30123456

****

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**

Sign Out

Are you sure you want to sign out?

OK   Cancel