



[Log on Instructions to My HSE Self Service on a HSE device - 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...

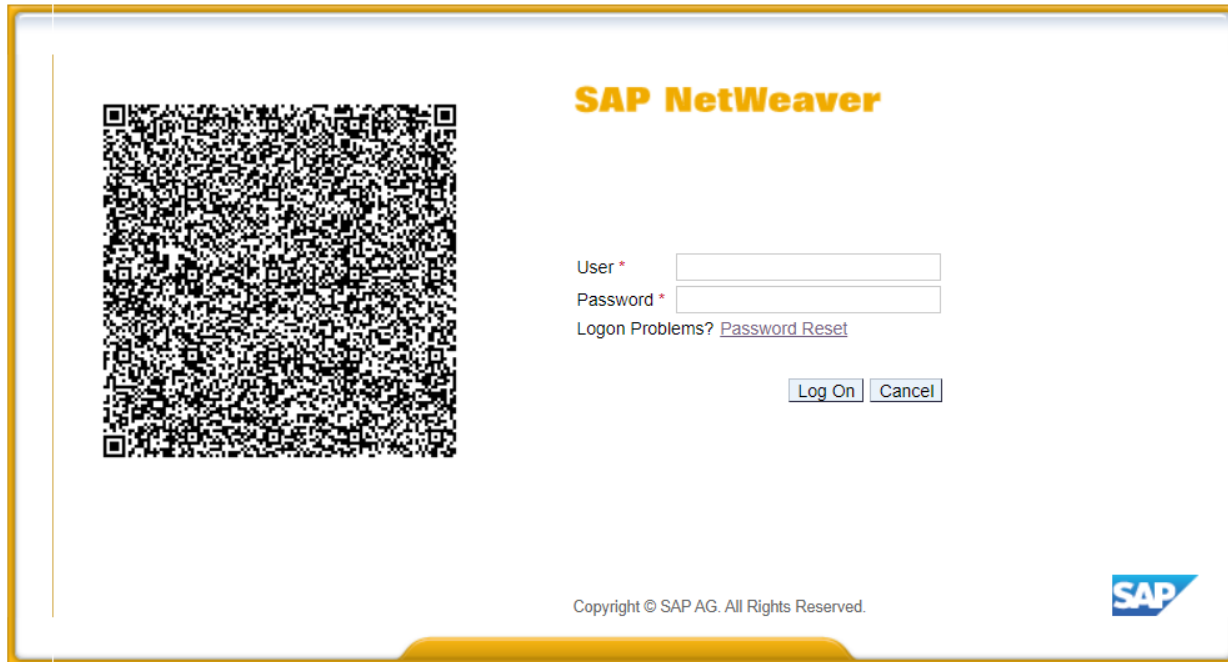
[Log on Instructions to My HSE Self Service – Web Browser on HSE Network \(Internet Explorer/Google Chrome/Firefox\)](#)

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 *

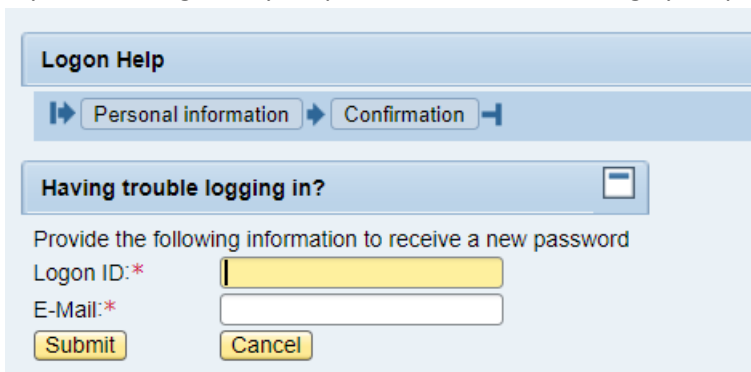
Password *

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 *

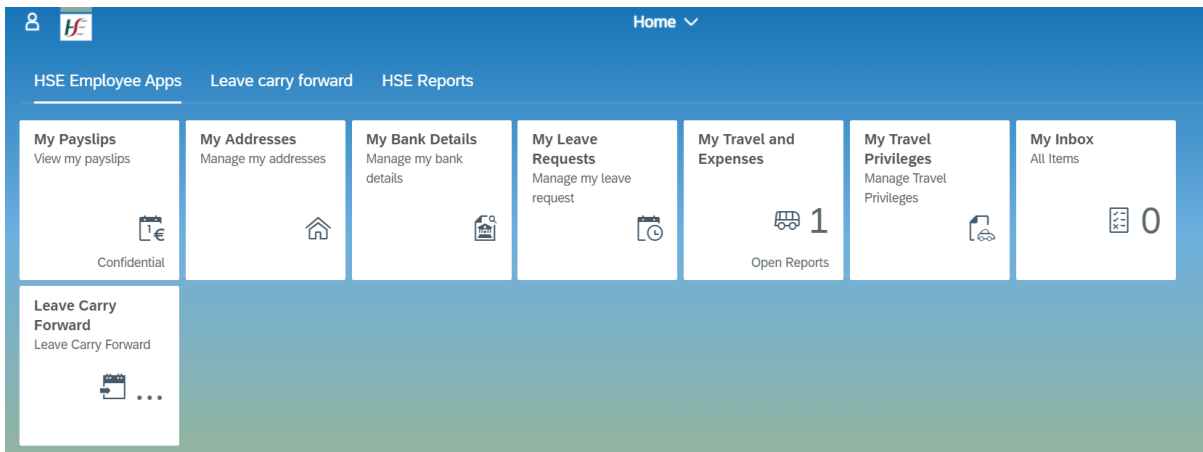
Logon Problems? [Password Reset](#)

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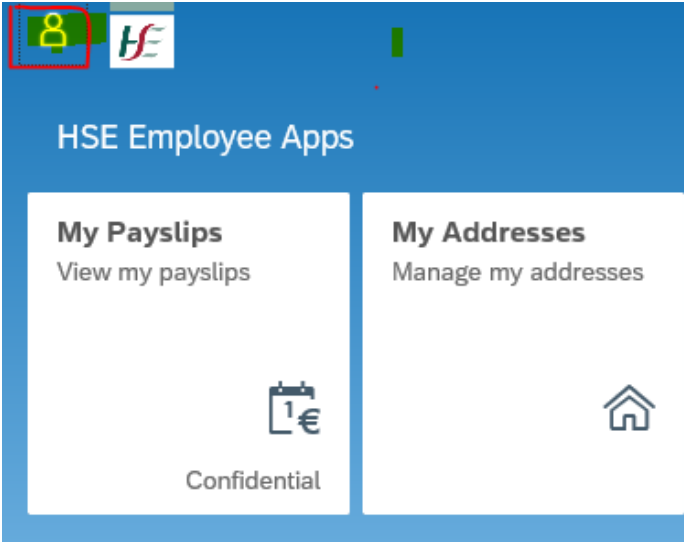
4. When first logging on with your User ID and password it will prompt you to re-enter your initial password and then you must enter and confirm your new password.



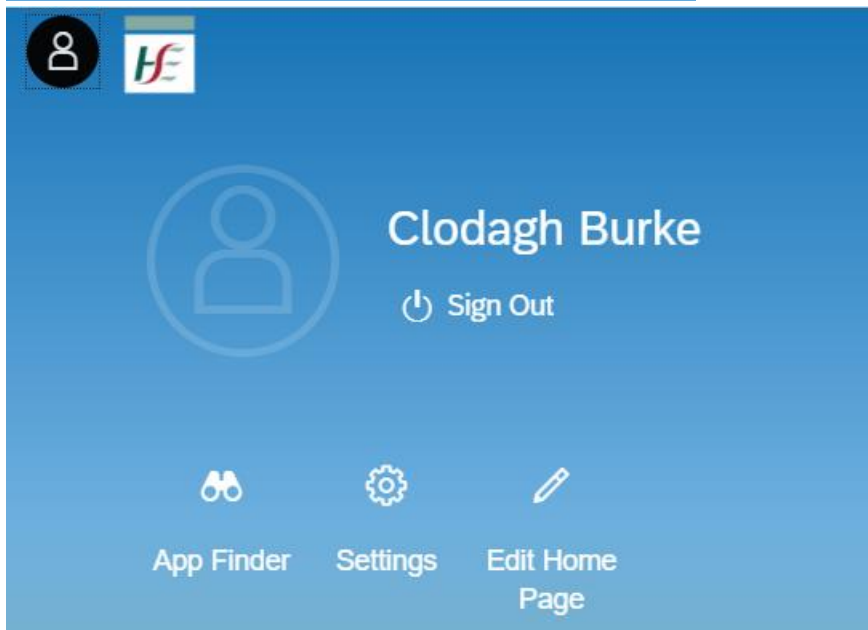
5. You have successfully logged in and Fiori Launchpad appears.



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

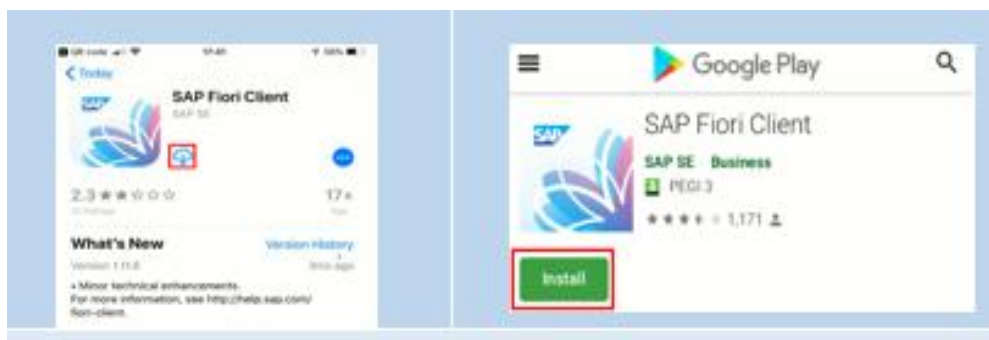


Joe Smyth



[Log on/Download Instructions to SAP Fiori Client App – My HSE Self Service – HSE Mobile 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.

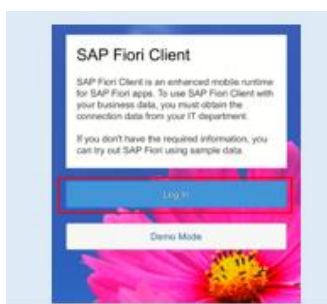


1. Open Fiori Client application on your device by clicking on the icon:

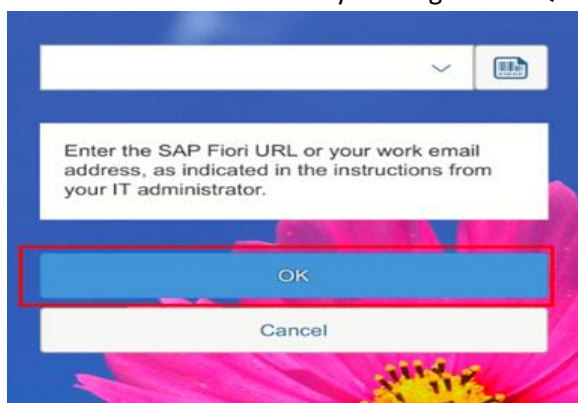


Note: Some smartphones (mobile devices) required to add the **SAP Fiori Client app** on the home screen manually. Please follow your mobile device instructions, as they vary from mobile to mobile.

2. Click on the Log In button



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

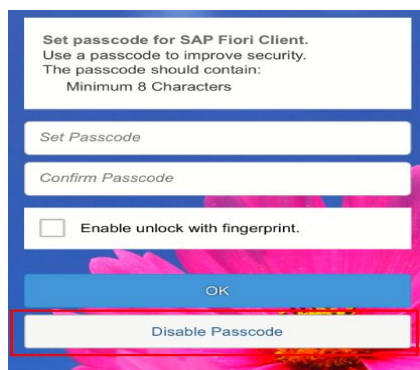


4. Scan QR code provided by system administrator (or enter URL) and select OK

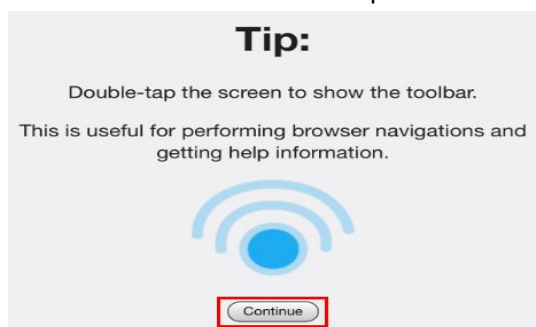


https://myhseelfservice.hse.ie/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sapclient=900&saml2idp=prod_idp&idplogonurl=https%253a%252f%252fmyhseelfservice.hse.ie%252fsaml2%252fidp%252fssso%253fsaml2sp%253dGW_PROD_SP%2526RelayState%253dfiori

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:

SAP NetWeaver

 [Log On with SAP Authenticator](#)


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](#)

E30123456
.....

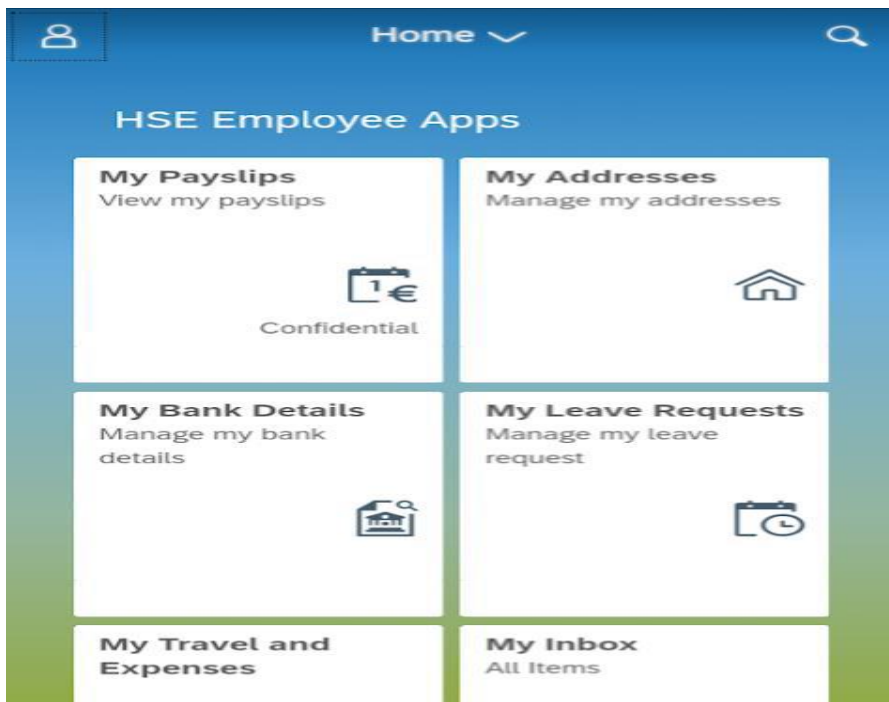
Log On

Cancel

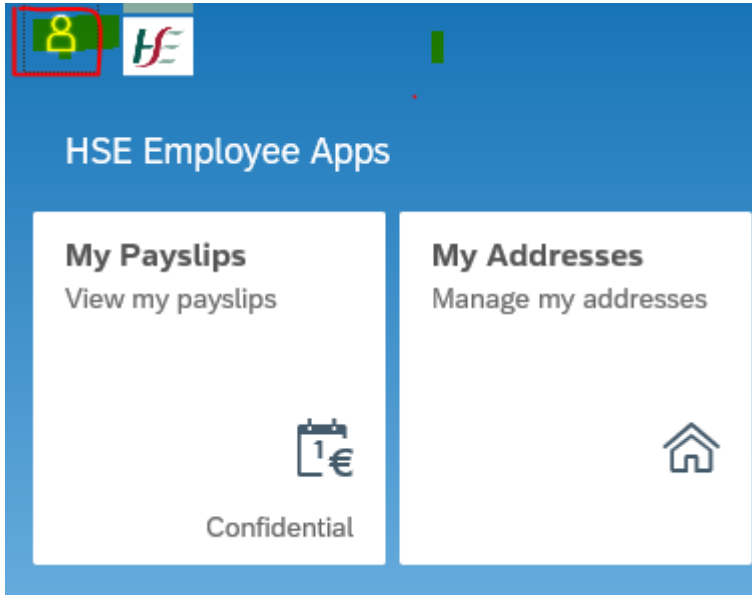
7. When first logging on with your User ID and password it will prompt you to re-enter your initial password and then you must enter and confirm your new password.



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



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



11.

