



[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 My HSE Self Service logon page
- Employees: your **Logon 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 Logon ID

More detailed instructions below...

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

Note:

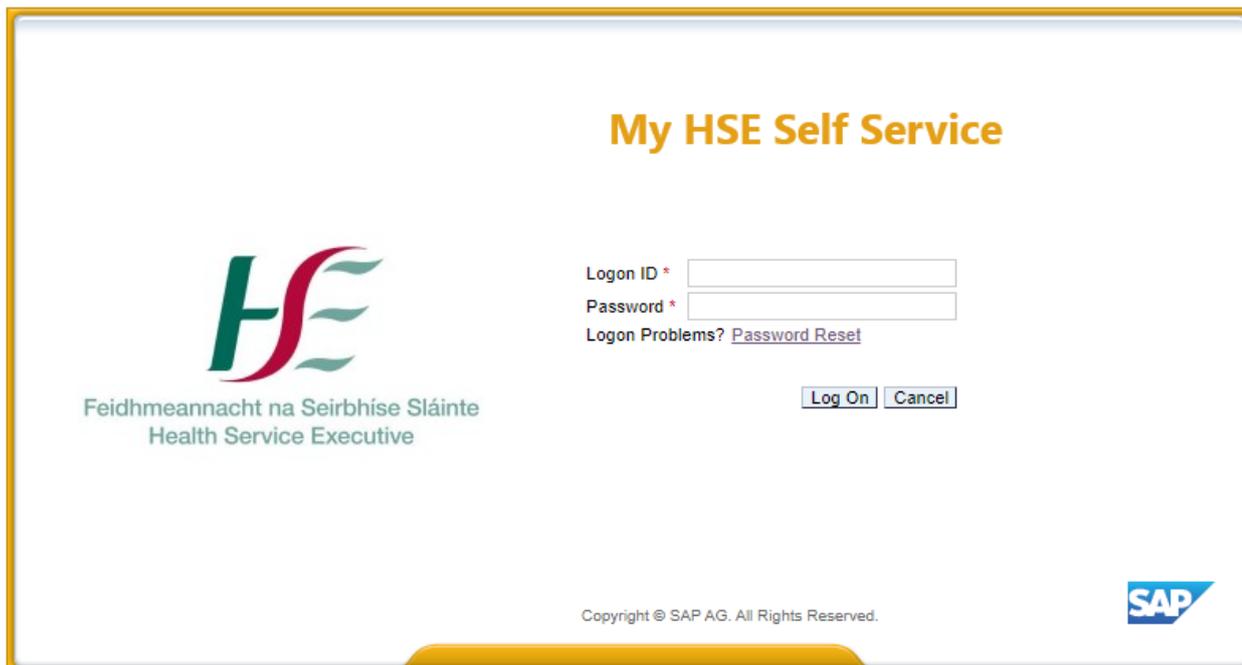
Managers are not allowed to log on outside the HSE network. To log on as a Manager please use a HSE Device.
To view your own details log on with your employee user name i.e. E30123456

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 *

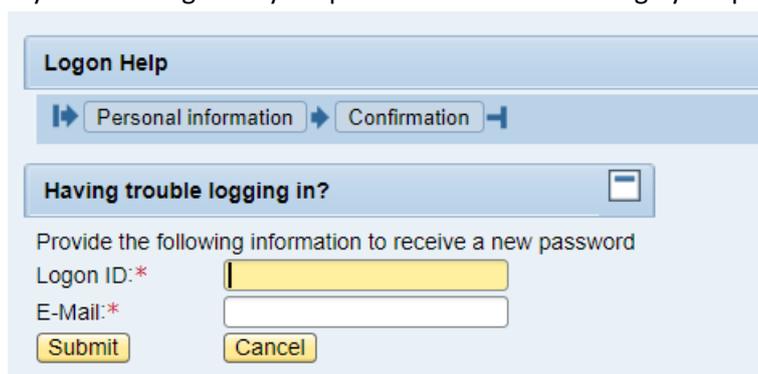
Password *

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 Logon 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 Logon ID and password and click on “Log On” button.

My HSE Self Service



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Logon ID *

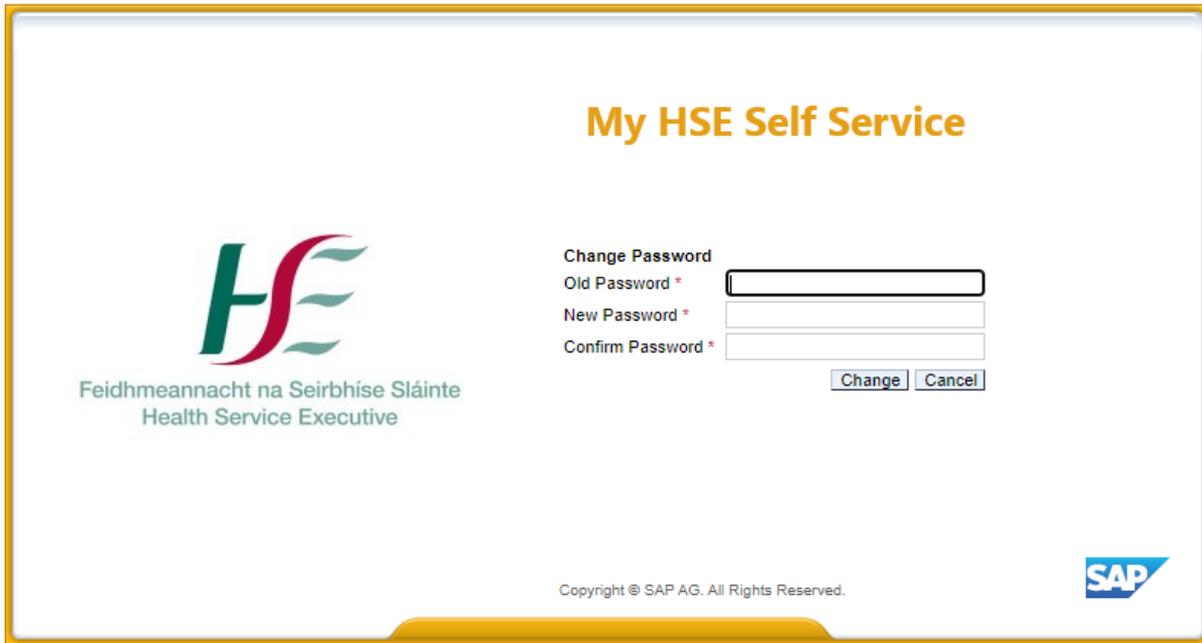
Password *

Logon Problems? [Password Reset](#)

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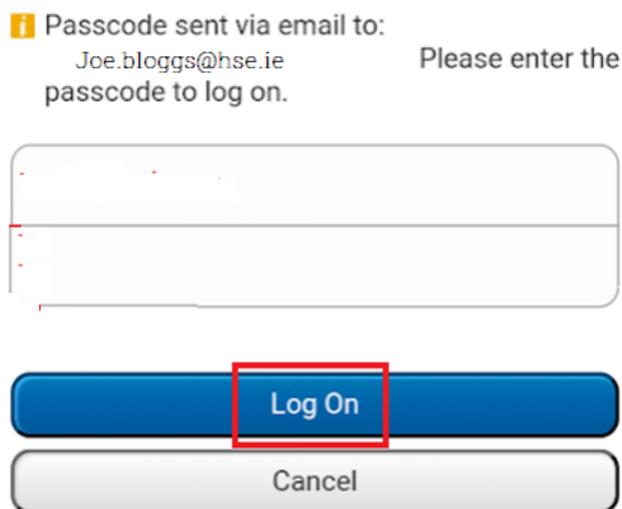


4. When first logging on with your Logon ID and password it will prompt you to re-enter your initial password (sent to your email address) and then you must enter and confirm your new password.



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 text 'Copyright © SAP AG. All Rights Reserved.'

5. A passcode will be sent to your email address



The screenshot shows a passcode entry screen. At the top, it says 'Passcode sent via email to: Joe.bloggs@hse.ie' and 'Please enter the passcode to log on.' Below this is a large, empty text input field. 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 box.

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.

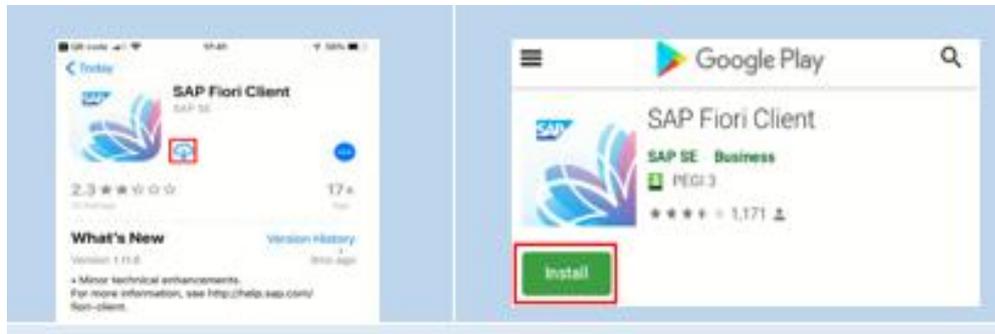
i Passcode sent via email to:
Joe.bloggs@hse.ie Please enter the
passcode to log on.

You have successfully logged in and Fiori Launchpad appears.

The screenshot shows the Fiori Launchpad interface. At the top, there is a navigation bar with a user profile icon, the HSE logo, and a 'Home' dropdown menu. Below the navigation bar, there are two tabs: 'HSE Employee Apps' and 'HSE Reports'. The 'HSE Employee Apps' section contains eight tiles: 'My Payslips' (with a 'Confidential' label), 'My Addresses', 'My Bank Details', 'My Leave Requests', 'My Travel and Expenses' (showing '0' and 'Open Reports'), 'My Travel Privileges', 'My Inbox', and 'Leave Carry Forward'. The 'HSE Reports' section contains three tiles: 'Your Leave' (showing '84 hrs, taken 23'), 'Your expenses' (showing '2' and '€, Total claims = €522'), and 'Absence report further info'.

[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.

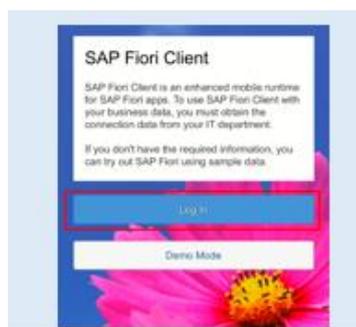


1. Open Fiori Client application on your device by clicking on icon:

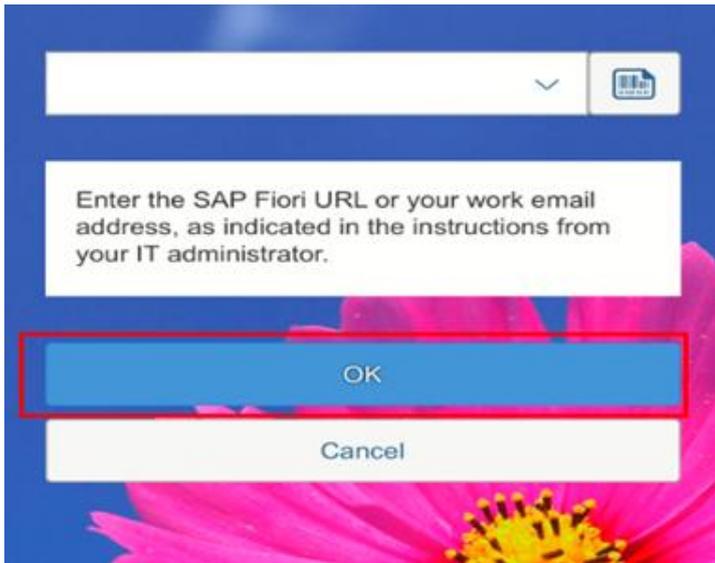


Note: Some smartphones (mobile devices) required to add the **SAP Fiori Client app** on the home screen manually. Please follow your mobile device instructions, as they vary from mobile to mobile.

2. Click on the Log In button



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



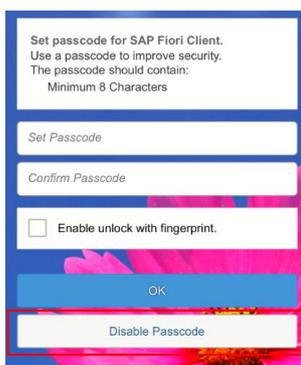
4. Scan QR code provided by system administrator (or enter URL) and select OK



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)**.

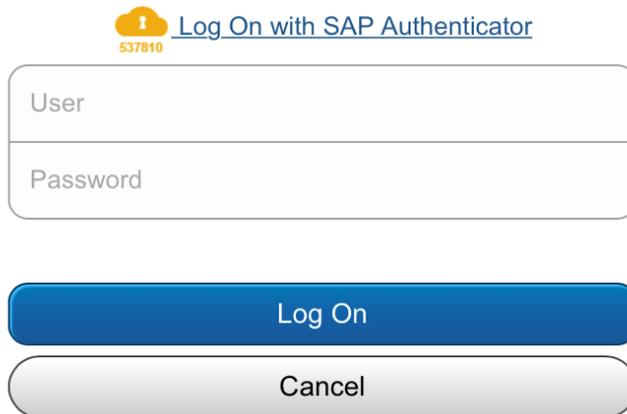
On the next screen, click on “Disable Passcode”. *SAP Fiori Client app’s passcode is not mandatory. Optionally you can set this passcode later.*



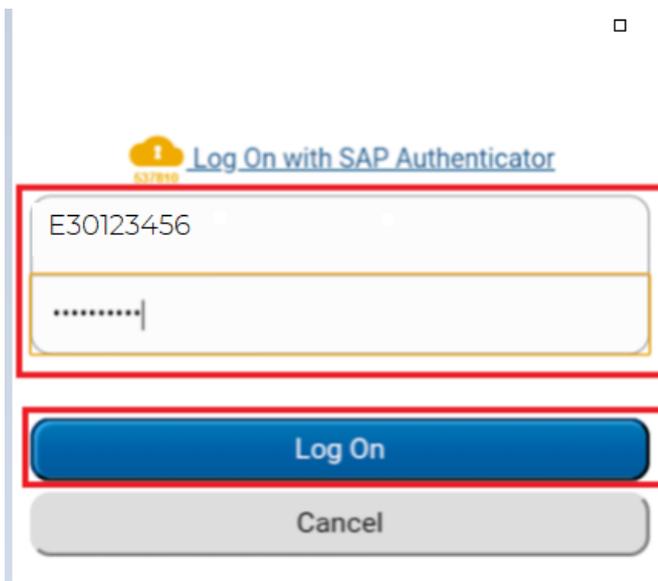
6. On the next screen read the Tip and click on “Continue” button



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

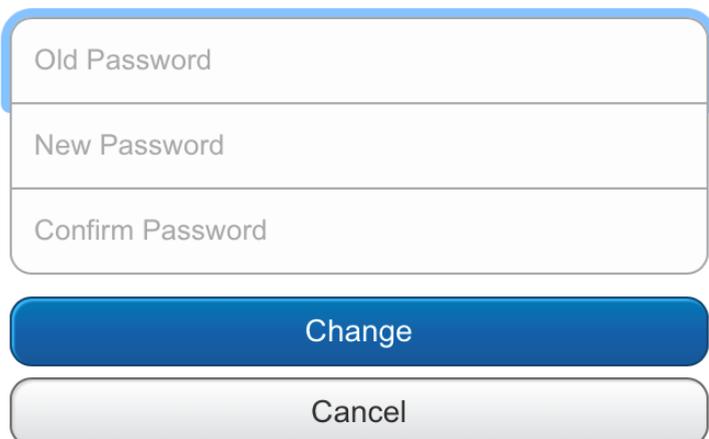


8. Enter your SAP User ID and Click on “Password Reset” if you don’t know your password This will send an initial/temporary password to your identified email address.



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.

Change Password



Old Password

New Password

Confirm Password

Change

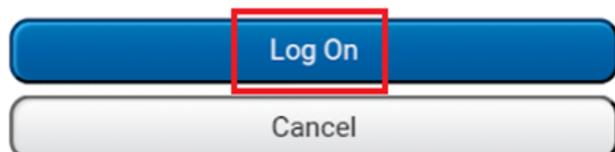
Cancel

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

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



Passcode input field



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.

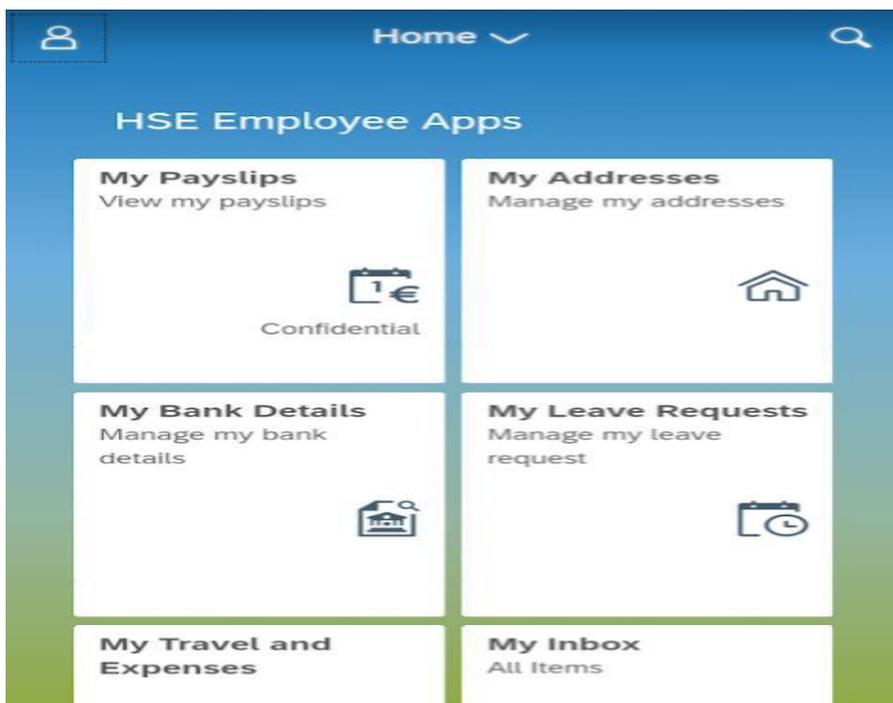
11 In Fiori Client, Enter the passcode received in email and click on “Log On “button.

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

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**

