HRPTS
First Time Access

Northern Ireland mdta
Medical & Dental Training Agency

Single Lead Employer
for Doctors & Dentists in Training

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HRPTS is the Employee Self-Service (ESS) system for Health Service staff and gives you the convenience of being able to view and amend a variety of your personal information yourself, online. HRPTS is also the primary means of submitting travel claims and expenses.

Please follow the below instructions carefully to avoid locking your account and delaying your access to the system.

Logging in

- When connected to the **HSCNI Network,** go to
  https://hrportal.hrpts.hscni.net:44349/irj/portal

- Upon receipt of your log in credentials, copy and paste the username and password provided into the relevant fields on HRPTS

- You will then be prompted to change your password. Your old password will be the temporary password issued to you.

- **Your chosen new password must contain:**
  - At least 8 characters
  - A combination of letters and numbers and
  - A special character such as **! " £ $ % ^ & * ( ) { / } [|] ; : ' @ ~ # < = > ,. ?**

- Passwords are case sensitive and **accounts will be locked** after three failed attempts at logging in. Accounts will also lock after **90 days of inactivity** so it is strongly recommended that you log in regularly. Each month, with the exception of your first months' employment with NIMDTA, your payslip will be available to access online via HRPTS and will present an opportunity to log in and keep your account active.

Account Security

- In addition to creating a new password, you will be asked to create a memorable, 5-digit **Security PIN** and answers to **3 Security Questions** of your choosing to provide an additional level of protection on your account.

- Answers to security questions will need to be exactly as you typed them, for example
    - "How many times did you take your driving test?"
      could be answered "two times", "twice" or "2" – so you must note the format of your answer. Answers are also case sensitive.

- You must also insure that your **@HSCNI** issued email address is added to your account. Should you forget your password, you can use the "Forgot Password" option to email a password reset to yourself, but **only** if your HSCNI email address is linked to your account.

If you require any support with your HRPTS account, or are unable to log in after following the steps above, please contact the SLE Trainee Employment Team at ddit-nimdta@hscni.net and we would be happy to advise. Please note that you will be asked some data protection questions to enable us to access your account.

For support with HSCNI email accounts, please raise a support ticket with the service provider at http://intranet.bso.hscni.net/vfire.htm or by calling 02895 362 400.

Further information on HRPTS, including FAQs, are available in the Single Lead Employer Welcome Guide issued on your transfer to NIMDTA employment and further copies may be obtained from the SLE Trainee Employment Team on request.