

How to create an account, sign in and reset your password in NHS Jobs user guide

This guide gives you instructions for how to create an account, sign in, and reset your password in the NHS Jobs service.

As an applicant you can:

- create an account
- sign into your account
- reset your password

If you don't have an account:

- you'll need to create one to apply for jobs and track your applications
- you'll need to provide an email address to create and sign into your account
- your password needs to be 12 characters or more

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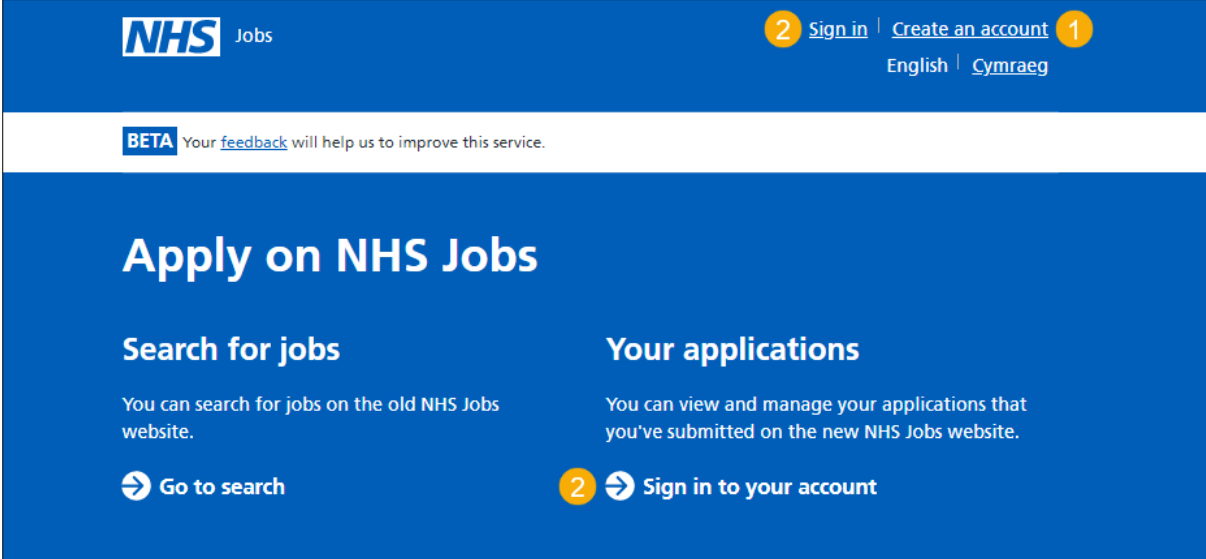
Create an account or sign in

This page gives you instructions for how to create an account or sign in.

Important: You'll need to go to the applicant webpage at <https://www.jobs.nhs.uk/candidate>.

To create an account or sign in, complete the following steps:

1. Select the '[Create an account](#)' link.
2. Select the '[Sign in](#)' link.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left. On the right, there are links for 'Sign in' (with a yellow circle containing the number 2) and 'Create an account' (with a yellow circle containing the number 1). Below these are links for 'English' and 'Cymraeg'. A white banner below the header contains the text 'BETA Your feedback will help us to improve this service.' The main content area has a blue background with the heading 'Apply on NHS Jobs'. Under this heading, there are two columns. The left column is titled 'Search for jobs' and contains the text 'You can search for jobs on the old NHS Jobs website.' with a button that says 'Go to search' and a right-pointing arrow icon. The right column is titled 'Your applications' and contains the text 'You can view and manage your applications that you've submitted on the new NHS Jobs website.' with a button that says 'Sign in to your account' and a right-pointing arrow icon. A yellow circle with the number 2 is positioned to the left of the 'Sign in to your account' button.

What is your name?

This page gives you instructions for how to add your first name and last name.

Important: You'll need to create an account to track your application. If you already have an account, go to the ['Sign in'](#) page.

To add your fist and last name, complete the following steps:

1. In the **First name** box, enter your details.
2. In the **Last name** box, enter your details.
3. Select the ['Continue'](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'English | Cymraeg' on the right. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. The title 'What is your name?' is prominently displayed. Below the title, a message states: 'You'll need to create an account to apply for jobs and track your application.' There are two input fields: 'First name' and 'Last name'. The 'First name' field is preceded by a yellow circle with the number '1'. The 'Last name' field is preceded by a yellow circle with the number '2'. Below these fields is a green button with the text 'Continue', preceded by a yellow circle with the number '3'. At the bottom of the page, there is a grey footer containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

What is your email address?

This page gives you instructions for how to add your email address.

To add your email address, complete the following steps:

1. In the **Email** box, enter your details.
2. Select the [Continue](#) button.

NHS Jobs English | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

What is your email address?

You'll need this email address to sign in to your account.

1

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

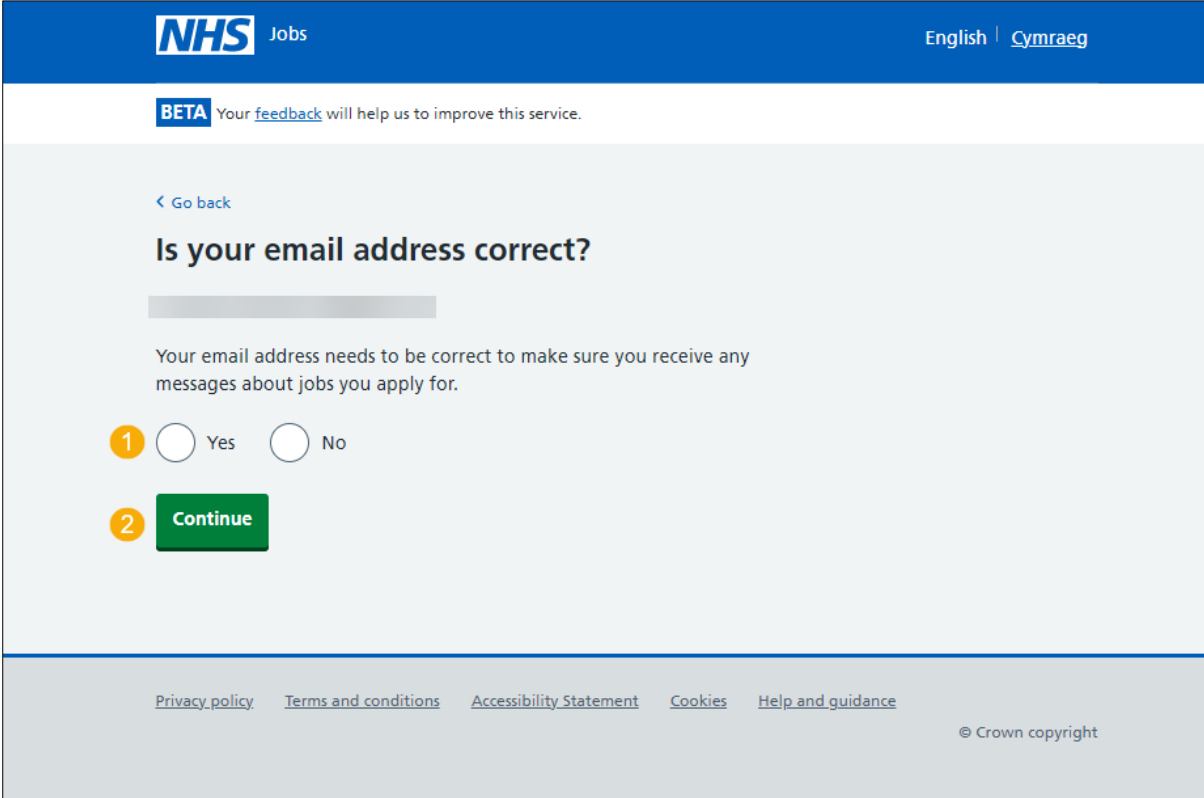
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Is your email address correct?

This page gives you instructions for checking your email address is correct.

To confirm that the email address is correct, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'English | Cymraeg' on the right. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and features a '< Go back' link. The title 'Is your email address correct?' is prominently displayed. Below the title is a grey horizontal bar. The text 'Your email address needs to be correct to make sure you receive any messages about jobs you apply for.' is centered. There are two radio button options: '1 Yes' and '2 No', with the '1' in a yellow circle. Below these is a green 'Continue' button with a yellow '2' in a circle. At the bottom, a grey footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

How do you want to be updated on the progress of your applications?

This page gives you instructions for selecting how you want to be updated on the progress of your applications.

To confirm how you want to be updated on the progress of your applications, complete the following steps:

1. Select an answer:
 - [‘Email’](#)
 - [‘Email and text messages’](#)
 - [‘Email and phone’](#)
 - [‘Email, text messages and phone’](#)
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'English | Cymraeg' on the right. Below the header is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. The title 'How do you want to be updated on the progress of your applications?' is displayed in bold. Below the title, it says 'Select which you'd prefer:'. There are four radio button options: 'Email', 'Email and text messages', 'Email and phone', and 'Email, text messages and phone'. A yellow circle with the number '1' is positioned to the left of the 'Email and text messages' option. Below the options, there is a vertical blue line followed by the text 'Emails are sent to you by NHS Jobs on behalf of the recruiting organisation.' At the bottom of the form, there is a green 'Continue' button with a yellow circle containing the number '2' to its left. The footer of the page is a grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

What is your telephone number?

This page gives you instructions for how to add your telephone number.

Important: You will only see this page if you have selected to be updated by 'email and text messages', 'email and phone' or 'email, text messages and phone'.

To add your telephone number, complete the following steps:

1. In the **Telephone number** box, enter your details.
2. Select the [Continue](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'English | Cymraeg' on the right. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area has a light blue background and features a '< Go back' link. The title 'What is your telephone number?' is prominently displayed. Below the title, a paragraph explains that this provides another way for employers to contact applicants and gives an example of an international number: '+44 (0)20 7450 4000'. A form field with a '1' in a yellow circle next to it is provided for entering the telephone number. Below the form field is a green 'Continue' button with a '2' in a yellow circle next to it. At the bottom of the page, there is a grey footer containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

Create a password

This page gives you instructions for how create a password.

Important: Your password needs to be 12 characters or more.

To create a password, complete the following steps:

1. In the **Password** box, enter your details.
2. In the **Confirm password** box, enter your details.
3. Select the [Continue](#) button.

The screenshot shows the NHS Jobs website interface for creating a password. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'English | Cymraeg' on the right. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area is light grey and features a '< Go back' link. The title 'Create a password' is prominently displayed. Below the title, the label 'Password' is followed by the instruction 'Your password needs to be 12 characters or more.' There are two input fields: the first is labeled '1' and the second is labeled '2'. Below the second field is a green 'Continue' button labeled '3'. At the bottom of the page, a grey footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Check your details

This page gives you instructions for checking your details, agreeing to comply with the acceptable use declaration and accept the terms of the privacy policy.

To check your details and accept the declarations, complete the following steps:

1. Select a 'Change' link:
 - [First name](#) (optional)
 - [Last name](#) (optional)
 - [Email address](#) (optional)
 - [How do you want to be contacted?](#) (optional)
 - [Telephone number](#) (optional)
 - [Password](#) (optional)
2. Read the [acceptable use declaration](#).
3. Read the [privacy policy](#).
4. Select the **I agree and accept the above declaration** box.
5. Select the ['Create account'](#) button.

NHS Jobs English | Cymraeg

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Check your details

First name	<input type="text"/>	Change
Last name	<input type="text"/>	Change
Email address	<input type="text"/>	Change
How do you want to be contacted?	Email, text messages and phone	Change 1
Telephone number	<input type="text"/>	Change
Password	*****	Change

I declare that :

- 2** • I agree to comply with the [acceptable use declaration](#) *(Opens in new tab)*
- 3** • I accept the terms in the [privacy policy](#) *(Opens in new tab)*

4 I agree and accept the above declaration

5 [Create account](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

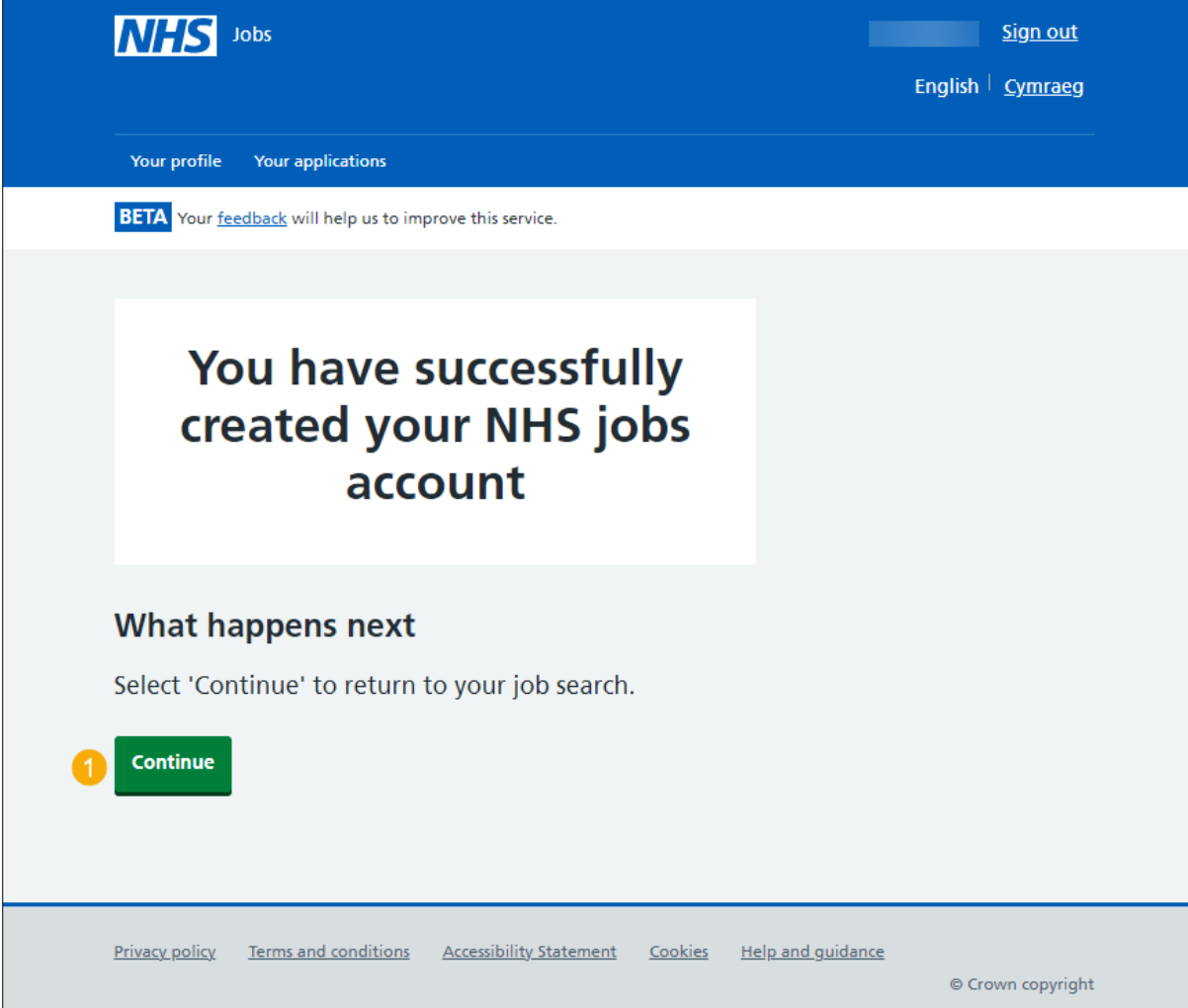
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You have successfully created your NHS Jobs account

This page shows confirmation that your NHS Jobs account is successfully created.

To return to your job search, complete the following steps:

1. Select the 'Continue' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and a 'Sign out' button on the right. Below the header, there are links for 'Your profile' and 'Your applications'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the text 'You have successfully created your NHS jobs account'. Below this, the heading 'What happens next' is followed by the instruction 'Select 'Continue' to return to your job search.' A green button with a yellow circle containing the number '1' and the text 'Continue' is prominently displayed. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've created an account and reached the end of this user guide.

Sign in

This page gives you instructions for how to sign into your account.

Important: You'll need to create a new account to sign in and apply for a job, even if you're already registered to apply for jobs on the current website.

To sign into your account or reset your password, complete the following steps:

1. In the **Email** box, enter your details.
2. In the **Password** box, enter your details.
3. Select the 'Sign In' button.
- or
4. Select the ['Forgot your password?'](#) link.

NHS Jobs [Sign in](#) | [Create an account](#)
English | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

Sign in

You'll need to create a new account to apply, even if you're already registered to apply for jobs on the current website.

Sign in or [create an account](#) to get started.

Email

Password

Sign In

[Forgot your password?](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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You've signed into your account and reached the end of this user guide.

Forgot your password?

This page gives you instructions for how to reset your password.

Important: You'll receive an email to create a new password.

To reset your password, complete the following steps:

1. In the **Email address** box, enter your email address.
2. Select the [Send email](#) button.

NHS Jobs [Sign in](#) | [Create an account](#)
English | Cymraeg

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Forgot your password?

We'll send you an email to create a new password.

Email address

1

2 [Send email](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

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Email sent

This page shows confirmation an email has been sent to reset your password.

Important: Open the link inside the email to reset your password.

To create a new password or if it's not the correct email address, complete the following step:

1. Go to the '[Create a new password](#)' page.
or
2. Select the '[Not the correct email address? Try again](#)' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign in | Create an account' and 'English | Cymraeg' on the right. Below the header is a white banner with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and features the heading 'Email sent'. Below this, it states 'An email has been sent to [redacted]@icloud.com' and 'Open the link inside the email to reset your password.' A yellow circle with the number '1' highlights a link: '[Not the correct email address? Try again](#)'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Create a new password

This page gives you instructions for how to create a new password.

Important: You'll need to create a new password that's personal to you and that only you'll know.

To create a new password, complete the following steps:

1. In the **New Password** box, enter the details. Your password needs to be 12 characters or more.
2. In the **Confirm new password** box, enter the details.
3. Select the 'Continue' button.

NHS Jobs [Sign in](#) | [Create an account](#)
English | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

Create new password

You'll need to create a new password that's personal to you and that only you'll know.

Your password must contain:

- 12 characters or more

1 New Password

2 Confirm new password

3 [Continue](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Tip: To find out how to apply for a job, go to a user guide or video from the '**Apply for a job**' section of the '[Help and support for applicants](#)' webpage.

You've created a new password and reached the end of this user guide.