

Manage users for employers **user** **guide**



Created by the NHS Jobs Training and Support Team

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Contents

Overview.....	2
Audience.....	2
Manage you users	3
Add a new user to this organisation	4
What their NHS role will be	5
Create a temporary password	6
New user's you're adding to this organisation	7

Overview

This guide provides instructions for how to manage users access to the NHS Jobs system.

Audience

This guide is for use by an employer and super user role only.

Manage you users

This section provides instructions for how to manage you users.

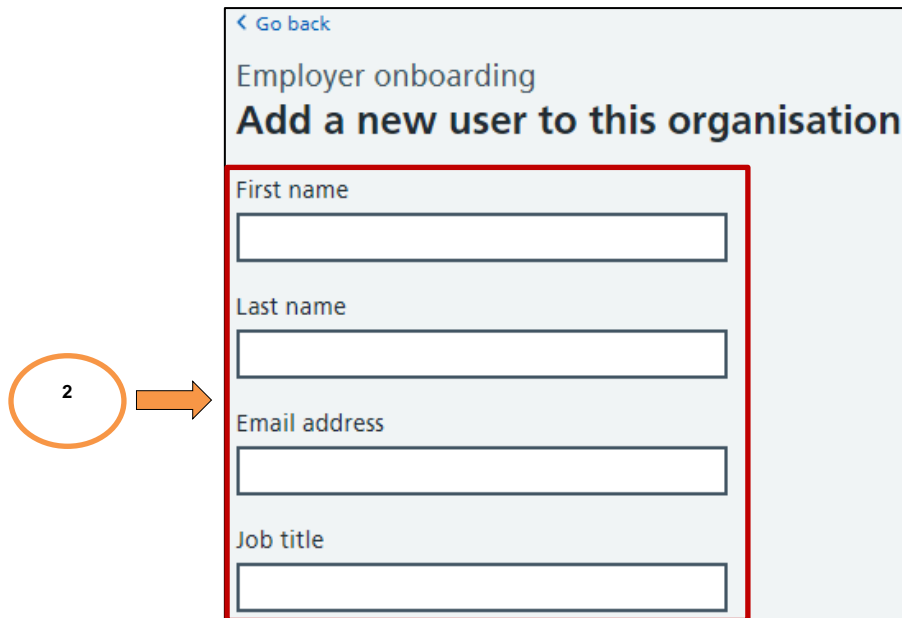
1. Sign in to the system and select **Manage your users**.



Add a new user to this organisation

This section provides instructions for how to add a new user to this organisation.

2. Enter the **new user** information in the boxes.



The screenshot shows a web form titled "Employer onboarding" with the sub-heading "Add a new user to this organisation". At the top left, there is a link that says "< Go back". The form contains four input fields: "First name", "Last name", "Email address", and "Job title". A red rectangular box highlights these four input fields. To the left of the form, there is a circled number "2" with an orange arrow pointing towards the red box, indicating the step number for entering user information.

What their NHS role will be

This section provides instructions for how to choose an NHS role for the new user. There are two roles to choose from.

The role guidance is:

Permissions	NHS Jobs role	
	Super User	Recruitment Manager
Create a job advert	Yes	Yes
Publish a job advert	Yes	Yes
Change a published advert	Yes	Yes
Close an advert early	Yes	Yes
Choose a shortlist	Yes	Yes
Add or change organisation user details	Yes	No

3. Select a **role** tick box.

What their NHS Jobs role will be

Super user

Able to:

- create a job advert
- publish a job advert
- change a published advert
- close an advert early
- choose a shortlist
- add and change user details in the organisation

Recruitment manager

Able to:

- create a job advert
- publish a job advert
- change a published advert
- close an advert early
- choose a shortlist

Create a temporary password

This section provides instructions for how to create a temporary password.

The password must contain:

- a number.
- uppercase and lowercase letters.
- no less than 8 characters.

4. Enter **temporary password** information in the boxes.
5. Select **Continue**.

Once the temporary password has been created then communicate this to the user. They will be required to change it on the next sign in.

Create a temporary password and make a note of it - you'll need to give it to the new user after you've added them.

Temporary password

.....

Re-enter temporary password

.....

Continue

The screenshot shows a user interface for creating a temporary password. At the top, there is a title and a set of instructions: "Create a temporary password and make a note of it - you'll need to give it to the new user after you've added them." Below this, there are two input fields. The first is labeled "Temporary password" and contains seven dots. The second is labeled "Re-enter temporary password" and is empty. A red box highlights both input fields. To the left of the first input field, there is a circled number "4" with an arrow pointing to the field. Below the input fields, there is a green button with the text "Continue". To the left of the button, there is a circled number "5" with an arrow pointing to the button.

New user's you're adding to this organisation

This section provides instructions for how to adding this user to this organisation.

6. Select Change to change any information (Optional). If a user has left the organisation then use this option and change the email address to prevent access to the system (temporary workaround until a Remove option is added).
7. Select **Add this user**.
8. Select Cancel adding this user to cancel this user and role (Optional).

Employer onboarding

New users you're adding to this organisation

First name	Joe	Change
Last name	Bloggs	
Email address	j.bloggs.110392@gmail.com	
Job title	Administrator	
NHS Jobs role	System administrator	
Temporary password	NHSJobs19	

Add this user

[Cancel adding this user](#)

End of document.