

How to manage accredited logos in NHS Jobs

You can manage your account to choose the accredited logos you want to display on all adverts. You must be a 'Super User' to do this.

Manage accredited logos

Step 1: Sign in to your NHS Jobs account and select the Manage accredited logos button at the bottom of the 'Your job listings' page.

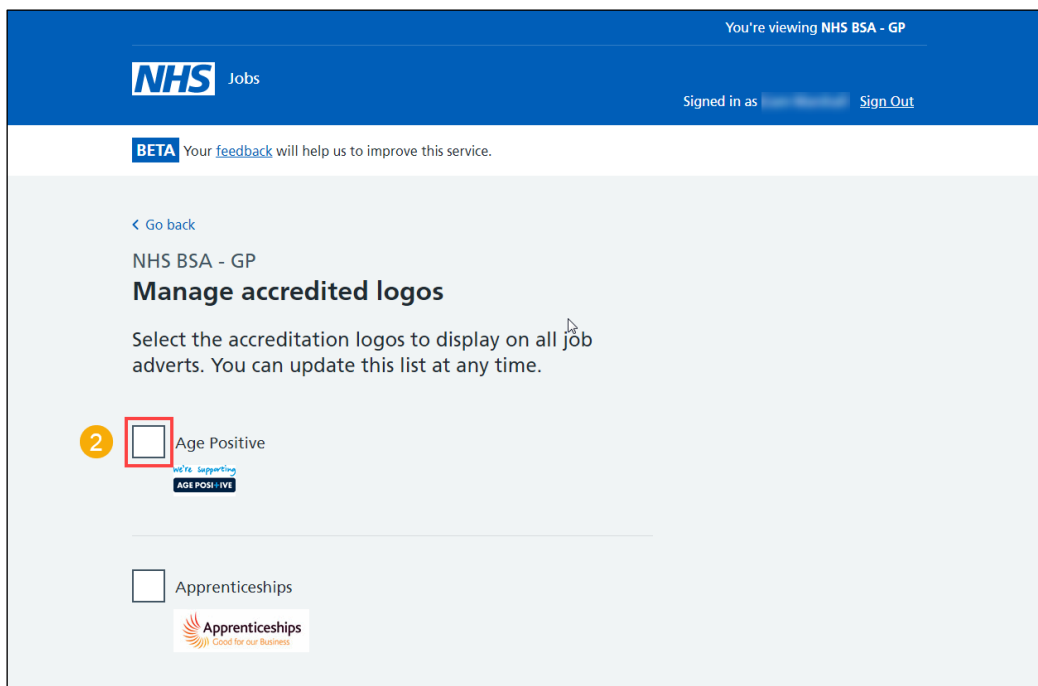
The screenshot shows the 'Your job listings' page for 'NHS BSA - GP'. The page header includes the NHS Jobs logo, the user's name 'Signed in as [redacted]', and a 'Sign Out' link. A 'BETA' notice is present. The main content area displays a table of job listings with the following data:

Job title	Last updated	Applications	Status
Administrator T2020-20-6581	12/05/2020	2	PRE EMPLOYMENT CHECKS
Administrator T2020-20-3537	28/04/2020	2	INTERVIEW SCHEDULED
UAT 13/02/20 T2020-20-8751	11/02/2020	1	SHORTLISTED
Training and Support Officer - NHS Jobs T2020-20-5028	04/02/2020	1	IN REVIEW
Administrator T2020-20-4070	03/02/2020	-	DRAFT
Training and Support Manager T2020-20-8967	28/01/2020	2	INTERVIEW SCHEDULED
UAT 230120 T2020-20-8570	23/01/2020	-	DRAFT
Training and Support Officer - NHS Jobs T2020-20-8376	23/01/2020	2	INTERVIEW SCHEDULED
Training and Support Officer T2020-20-6506	20/01/2020	1	INTERVIEW SCHEDULED
HR Administrator T2020-20-5218	14/01/2020	2	INTERVIEW SCHEDULED

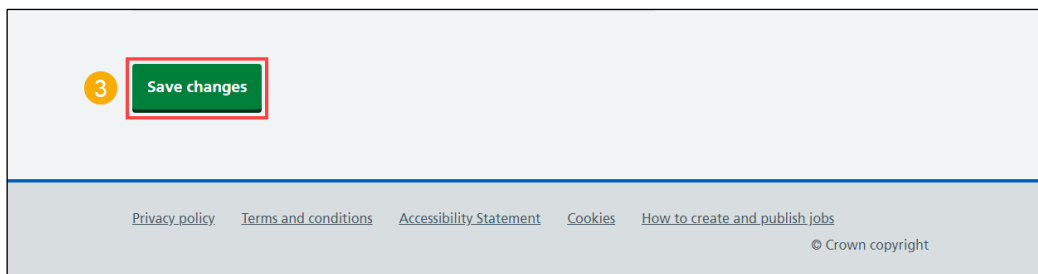
Below the table, there are four buttons: 'Create a job listing' (green), 'Manage your users' (grey), 'Manage at risk applicants' (grey), and 'Manage accredited logos' (grey, highlighted with a red box and a yellow circle with the number 1). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Choose the accredited logos

Step 2: On the accredited logos page, scroll down the page to view and select the tick boxes for the logos you want to display on all adverts. By default no logos are ticked, to remove a logo select the tick box so it's not ticked.



Step 3: Select the Save changes button to confirm your chosen logos.



You have reached the **end** of the steps for managing accredited logos.