

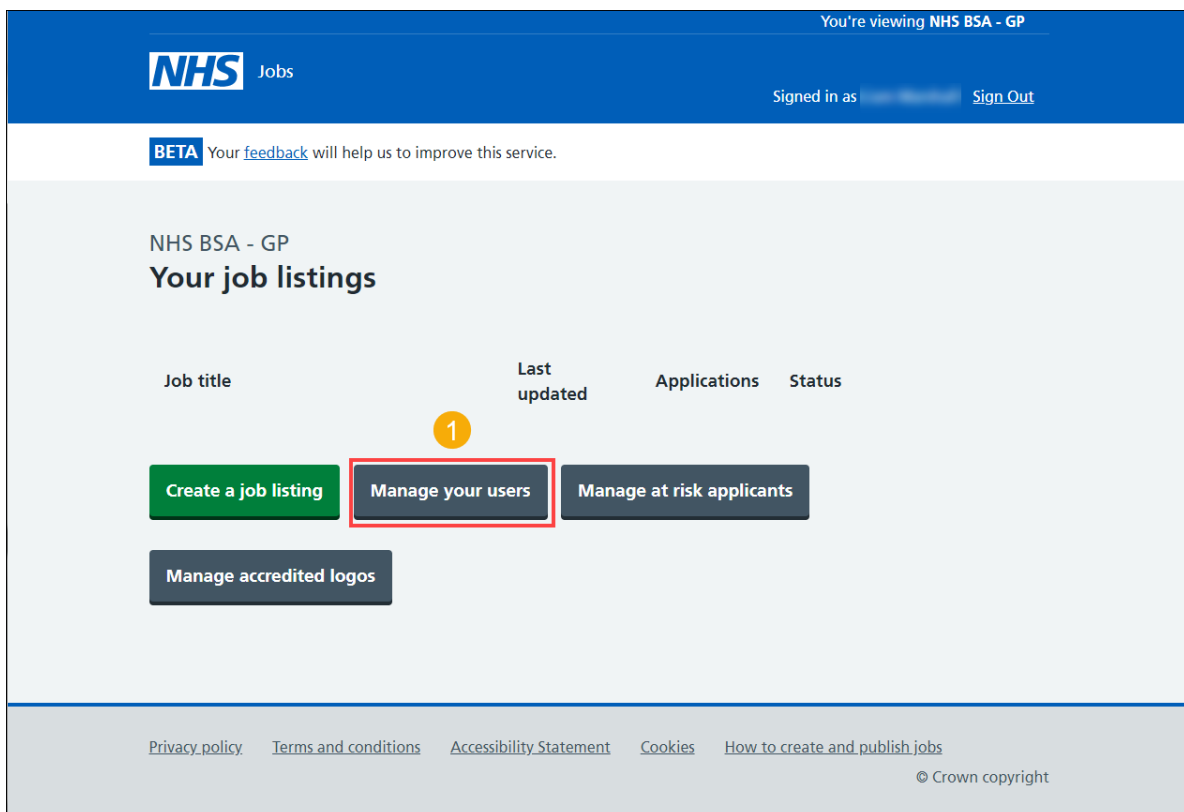
How to manage users in NHS Jobs user guide

This guide provides instructions on how to manage users within your organisation.

Manage your users

This page provides instructions for how to manage users in your organisation. You must be a super user role to change and add user details.

1. Sign in to your account and select the 'Manage your users' button.



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NHS Jobs

Signed in as [redacted] [Sign Out](#)

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NHS BSA - GP
Your job listings

Job title	Last updated	Applications	Status
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[Create a job listing](#) [Manage your users](#) [Manage at risk applicants](#)

[Manage accredited logos](#)

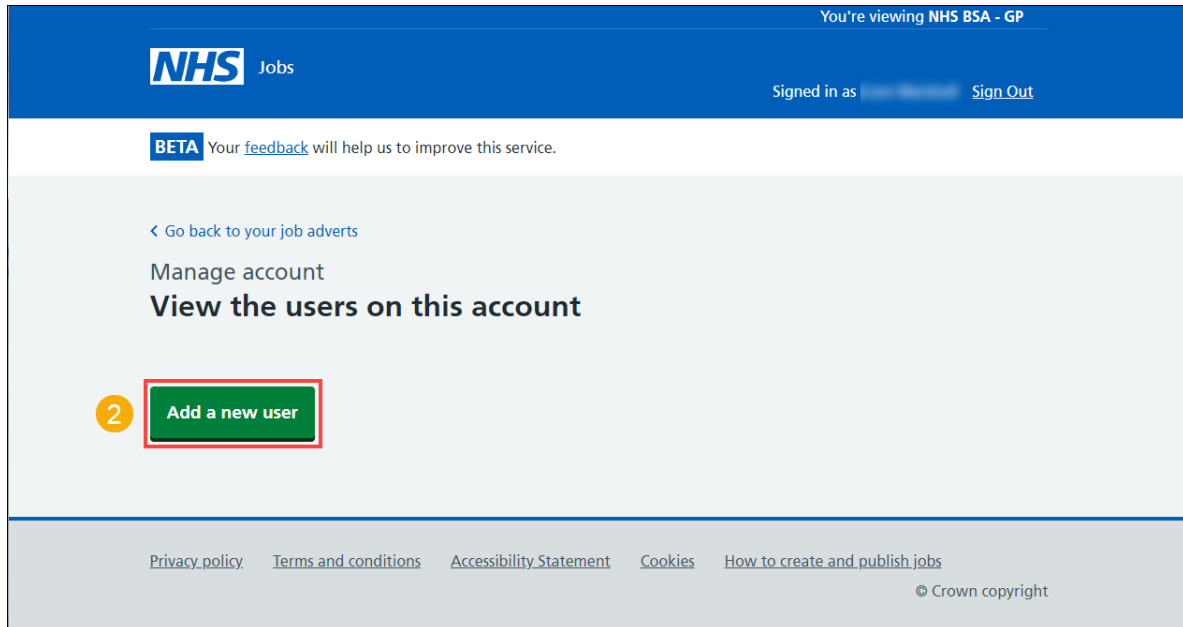
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Add a new user

This page provides instructions for how to add a new user to this account.

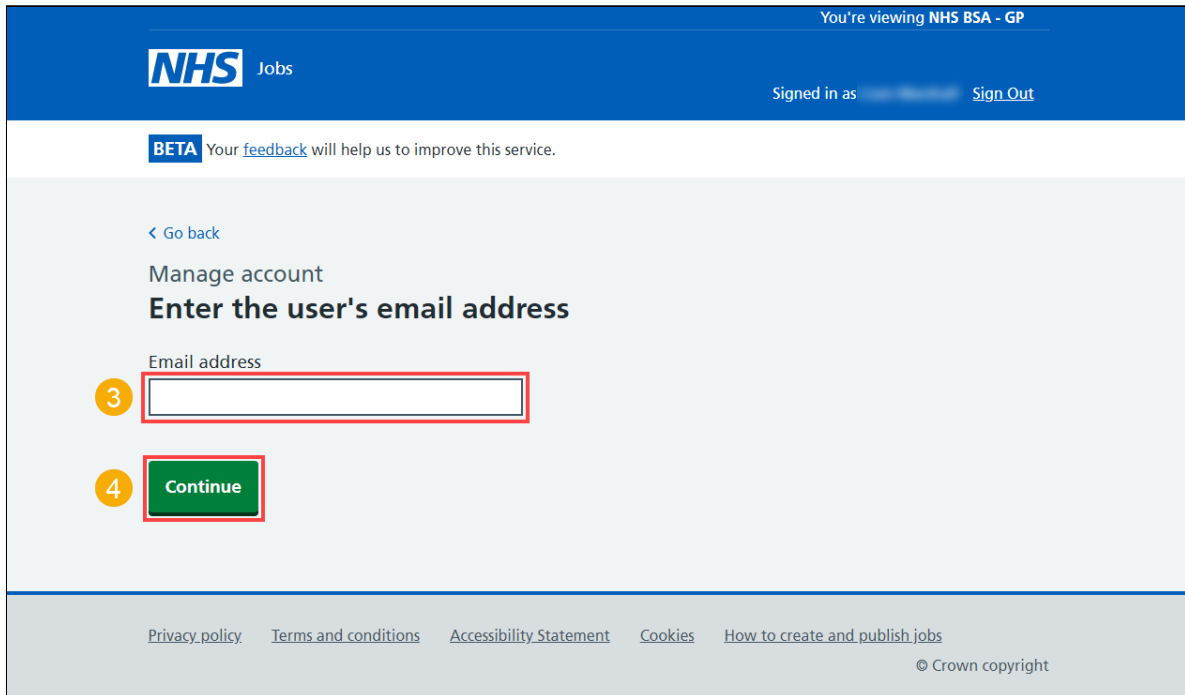
2. Select the 'Add a new user' button.



Enter the user's email address

This page provides instructions for how to add the new user's email address.

3. Enter the email address into the box.
4. Select the 'Continue' button.



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Manage account

Enter the user's email address

Email address

3

4 [Continue](#)

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Add a new user to this organisation

This page provides instructions for how to add a new user to your account and choose their NHS Jobs role.

Please note: The user will be required to change their password on first sign in. You'll need to provide the user with their temporary password.

5. Enter the first name in to the box.
6. Enter the last name into the box.
7. Enter the job title into the box.
8. Select a tick box.
9. Enter a temporary password into the box
10. Re-enter the temporary password into the box
11. Select the 'Continue' button.

Continue to the **next page** to view the screenshots for the above steps.

NHS Jobs Signed in as [Sign Out](#)

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The next system release is scheduled for 10th September 2020. [Read more about why we are doing this.](#)

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Employer onboarding

Add a new user to this organisation

5

6

7

8 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

8 Recruitment administrator

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

9

10

11

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New users you're adding to this organisation

This page provides instructions for how to add this user to this organisation.

12. Select the 'Change' link to change any information (Optional).

Please note: If a user has left your organisation then use the change link to change the email address to prevent access to the system.

13. Select the 'Add this user' button.

14. Select the 'Cancel adding this user' link (Optional).

You have reached the **end** of how to manage users in NHS Jobs user guide.