

How to sign into an employer's account user guide

This guide gives instructions for how to sign into an employer's account in NHS Jobs.

It also gives instructions on how to reset a password for problems signing in.

You must have an account setup by the NHS Jobs team.

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Sign In

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

Go to the employer hub website address <https://beta.jobs.nhs.uk/home>.

1. Select a sign in link.

The screenshot shows the NHS Jobs website interface. At the top left is the NHS Jobs logo. At the top right is a 'Sign In' button with a '1' in a yellow circle above it. Below the header is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with the text 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area has a blue background with the heading 'Recruit on NHS Jobs' and the text 'Fill job vacancies for your organisation by advertising them on NHS Jobs.' Below this is a 'Sign in to your employer dashboard' button with a '1' in a yellow circle and a right-pointing arrow. The bottom section is titled 'Latest updates' and contains three white boxes. The first box is dated '15 September 2020' and contains a link to 'Help and support resources' with the text 'Access to user guides, videos and online learning.' The second box is dated '30 July 2020' and contains a link to 'NHS Jobs newsletters' with the text 'Subscribe to our monthly newsletter.' The third box is dated '15 October 2020' and contains a link to 'Known system issues' with the text 'Latest system issues impacting the NHS Jobs service.' At the bottom left of the updates section is a 'See all updates' button with a right-pointing arrow.

NHS Jobs 1
Sign In

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

The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

Recruit on NHS Jobs

Fill job vacancies for your organisation by advertising them on NHS Jobs.

1 [→ Sign in to your employer dashboard](#)

Latest updates

15 September 2020
[Help and support resources](#)
Access to user guides, videos and online learning.

30 July 2020
[NHS Jobs newsletters](#)
Subscribe to our monthly newsletter

15 October 2020
[Known system issues](#)
Latest system issues impacting the NHS Jobs service.

[→ See all updates](#)

Sign into your account

This page gives instructions for how to sign in, register for an account, reset your password, or contact the NHS support team.

1. Enter your details.
2. Select 'Sign In'.
3. Select the link if you do not have an account (optional).
4. Select the link to reset your password (optional).
5. Select the link to email the NHS Jobs team for support (optional).

NHS Jobs Sign In

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

The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

Sign In

Email address

Password

2 [Sign In](#)

3 [Register as an employer](#)

If your organisation already has an NHS Jobs account, you can ask your organisation's super-user to create an account for you.

4 [Forgot your password?](#)

Contact and support

Contact the NHS Jobs team for support by:

5 Email: nhsbsa.nhsjobs@nhsbsa.nhs.uk

We're available Monday to Friday between 8am and 6pm and Saturday between 9am and 3pm.

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

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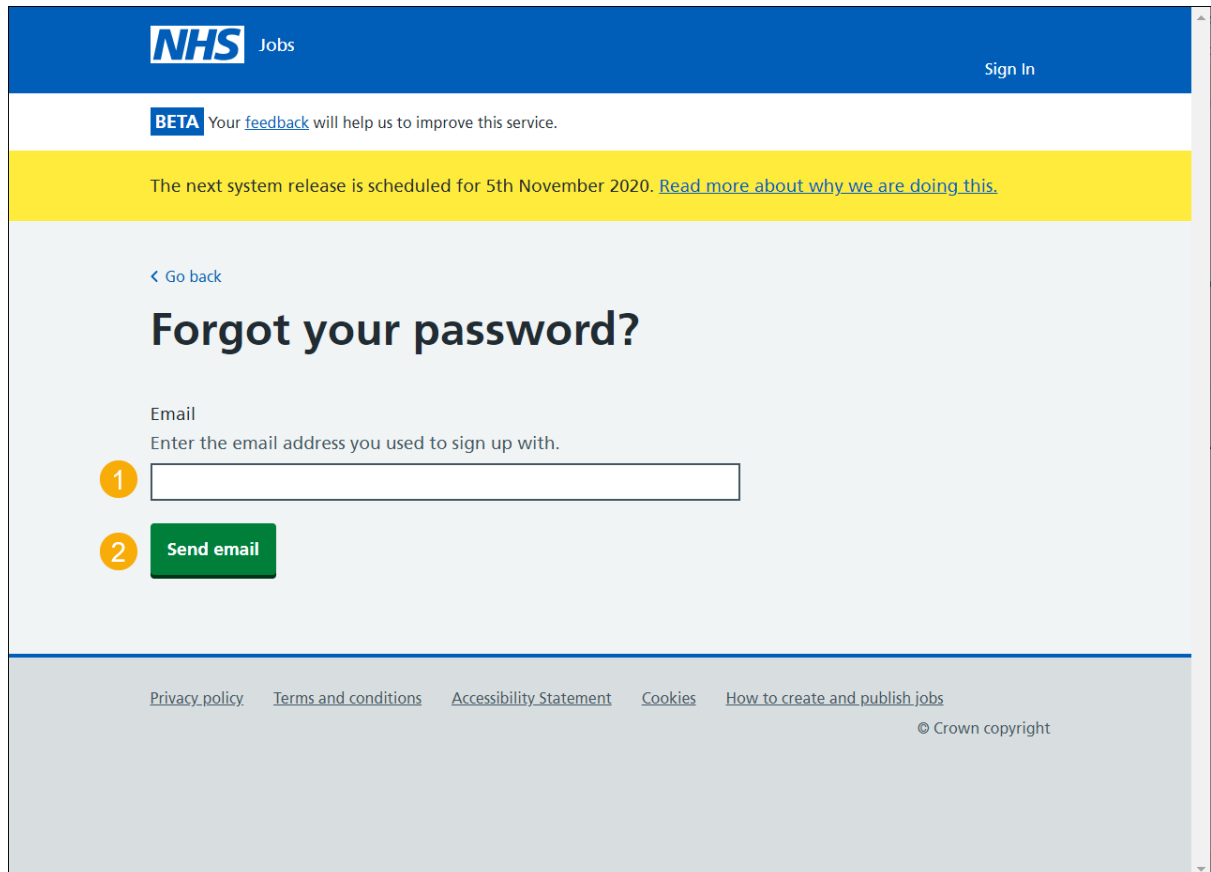
Forgot your password?

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

You must use the email address you provided for your account creation.

If your account is recognised, you will receive an email to reset your password. You need to change your password on your first sign in.

1. Enter your email address.
2. Select 'Send email'.

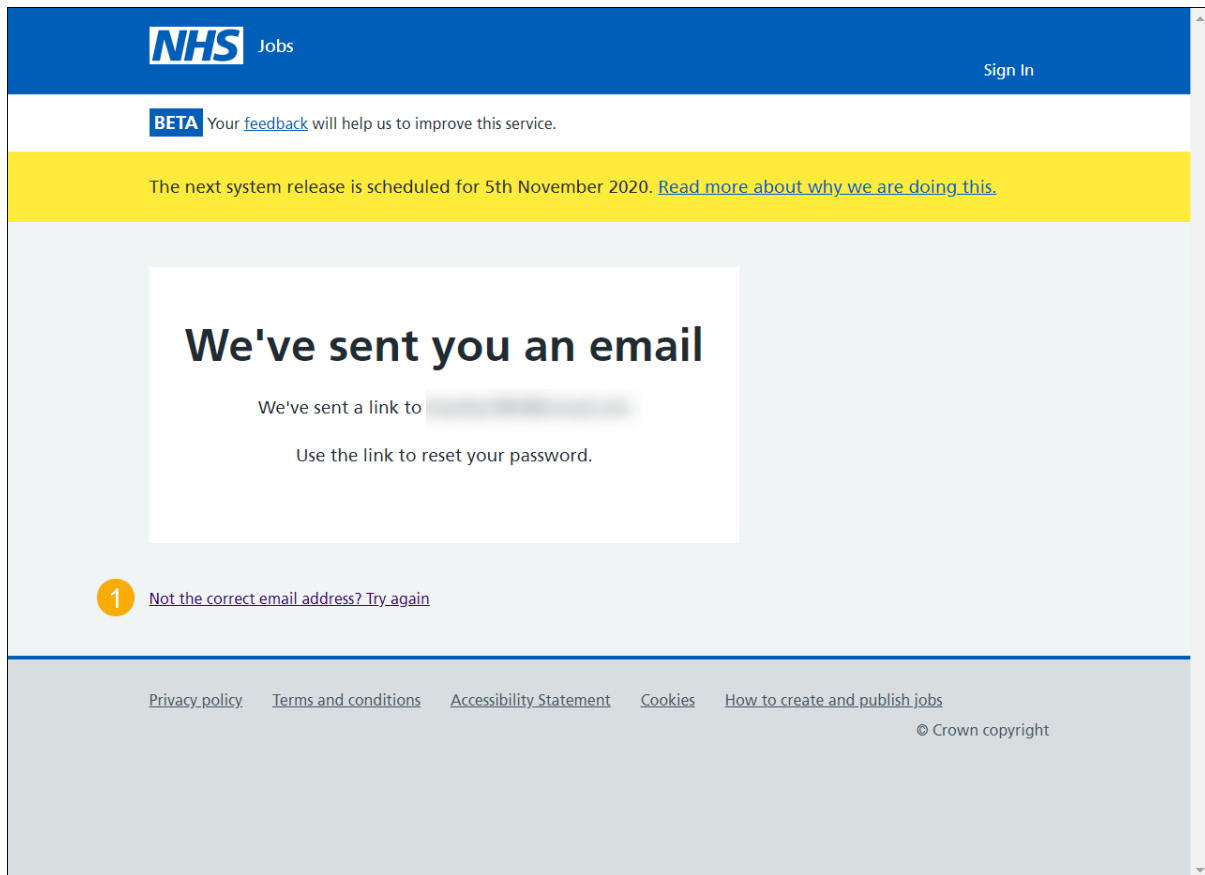


The screenshot shows the NHS Jobs website interface for the 'Forgot your password?' page. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and a 'Sign In' link on the right. Below the header is a white banner with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area has a light blue background and features a '< Go back' link. The title 'Forgot your password?' is prominently displayed. Below the title, the word 'Email' is followed by the instruction 'Enter the email address you used to sign up with.' A text input field is provided, with a yellow circle containing the number '1' to its left. Below the input field is a green button with a white border, labeled 'Send email', with a yellow circle containing the number '2' to its left. The footer contains several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

We've sent you an email

This page gives instructions for how to confirm you have been sent a password reset link.

1. Select the link if the email address is incorrect (optional).



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 In' link on the right. Below the header is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area has a light blue background with a white box containing the heading 'We've sent you an email' and the text 'We've sent a link to [redacted]' and 'Use the link to reset your password.' Below this box is a yellow circle with the number '1' and the text '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 create and publish jobs', along with the text '© Crown copyright'.

Create a new password

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

This page is only accessible from the password reset email link sent to you.

Your new password must be no less than 12 characters and no greater than 255 characters.

1. Enter your password.
2. Select 'Continue'.

NHS Jobs Sign In

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

The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

Create a new password

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

Your password must be:

1. no less than 12 characters
2. no greater than 255 characters

New Password

1

Confirm New Password

1

2

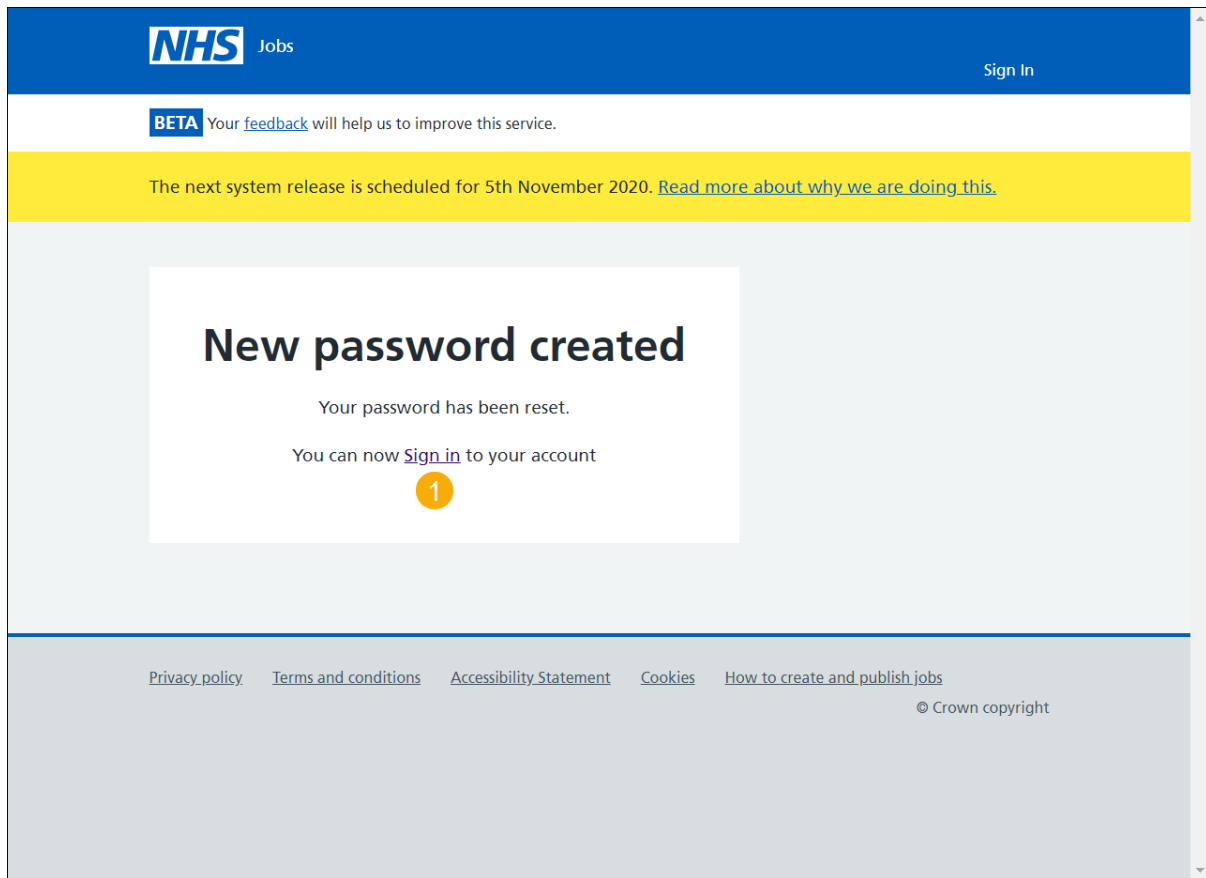
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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New password created

This page gives instructions for how to confirm your password has been reset.

1. Select the link to sign into your account.



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 In' link on the right. Below the header is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area is light grey and features a white box with the heading 'New password created', the text 'Your password has been reset.', and 'You can now Sign in to your account'. A yellow circle with the number '1' is positioned below the text. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

You have reached the **end** of the steps for how to sign into NHS Jobs user guide.