

## How to manage accredited logos user guide

This guide gives instructions on how to manage accredited logos in NHS Jobs.

A list of accredited logos is available to choose from, any logo selected will be displayed on all job adverts when published.

You must be signed into your account with an NHS Jobs role 'Super user' to be able to do this.

If the logo is not available, please email the NHS Jobs team  
[nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk)

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## Manage accredited logos

This page gives instructions for how to manage accredited logos.

1. Select 'Manage accredited logos'

You're viewing **NHS Training and Support** [Change](#)

**NHS** Jobs

Signed in as [\[User\]](#) [Sign Out](#)

**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.](#)

NHS Training and Support  
**Your job listings**

Your organisation has not created any job adverts yet.

[Create a job listing](#) [Manage your users](#) [Manage at risk applicants](#)

**1** [Manage accredited logos](#) [Manage your contract templates](#) [Manage your supporting documents](#)

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

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## Select the accredited logos

This page gives instructions for how to select the accredited logos to display on all job adverts.

You can update this list at any time.

In this example, only two logos are shown but there are more logos to choose from once you are signed into your account.

1. Select the logos you want.
2. Select 'Save changes'.

The screenshot shows the 'Manage accredited logos' page in the NHS Jobs system. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as [redacted]' with a 'Sign Out' link. 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 includes a '< Go back' link, the title 'NHS Training and Support Manage accredited logos', and the instruction 'Select the accreditation logos to display on all job adverts. You can update this list at any time.' There are two logos listed, each with a '1' in a yellow circle and an unchecked checkbox: 'Age Positive' with its logo, and 'Apprenticeships' with its logo. At the bottom of the list is a '2' in a yellow circle next to a green 'Save changes' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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