

## How to sign into your account in NHS Jobs user guide

This guide gives you instructions for how to sign into your account in the NHS Jobs service.

You must have an account to sign in. If you have problems signing in, you can reset your password.

If you're an employer, use the [Employer Hub](#) webpage to sign in.

If you're an applicant, use the [Applicant Hub](#) webpage to sign in.

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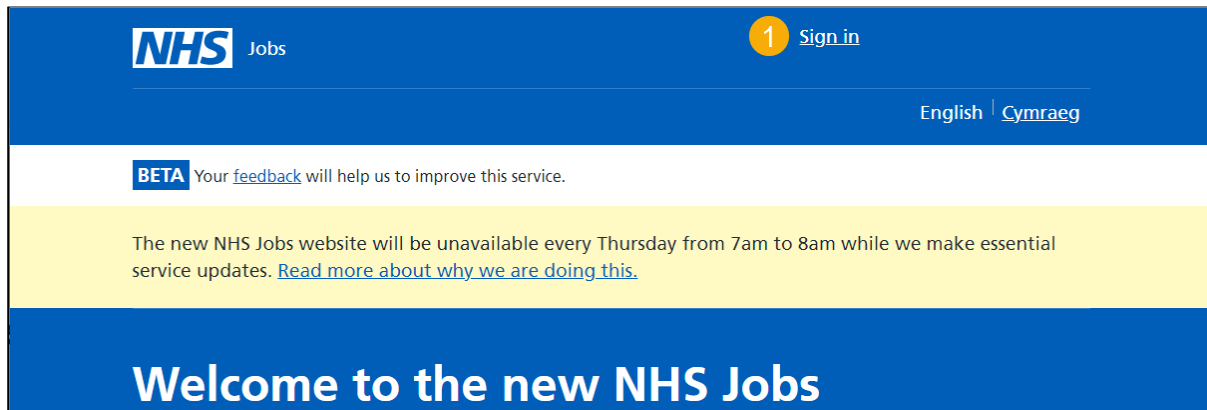
## Sign In

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

**Important:** You must have an account to sign in.

To sign in, complete the following step:

1. Select the 'Sign in' link.



The screenshot shows the top section of the NHS Jobs website. At the top left is the NHS logo with the word 'Jobs' next to it. At the top right, there is a 'Sign in' link with a yellow circle containing the number '1' next to it. Below the logo, there are language options: 'English' and 'Cymraeg'. A blue banner below the header contains the text 'BETA Your feedback will help us to improve this service.' Below this banner is a yellow banner with the text: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' At the bottom of the screenshot is a large blue banner with the text 'Welcome to the new NHS Jobs' in white.

## Sign into your account

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

**Important:** You'll need to create a new account to sign in and apply, even if you're already registered to apply for jobs on the current website.

To sign in, complete the following steps:

1. In the **Email** box, enter your email address.
2. In the **Password** box, enter your password.
3. Select the 'Sign In' button.

To reset your password, complete the following steps:

4. Select the '[Forgot your password?](#)' link (optional).

**NHS** Jobs Sign in

English | Cymraeg

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

### Sign in

You'll need to create a new account to apply, even if you're already registered to apply for jobs on the current website.

Email

1

Password

2

3

4 [Forgot your password?](#)

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

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**You've reached the end of this user guide if you've signed into your account.**

## Forgot your password?

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

**Important:** If your email address is recognised, you'll receive an email to create a new password.

To enter your email address, complete the following steps:

1. In the **Email** box, enter the details.
2. Select the 'Send email' button.

**NHS** Jobs [Sign in](#)

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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## Forgot your password?

We'll send you an email to create a new password.

Email address

1

2 [Send email](#)

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

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**Tip:** You'll receive an email to create a new password.

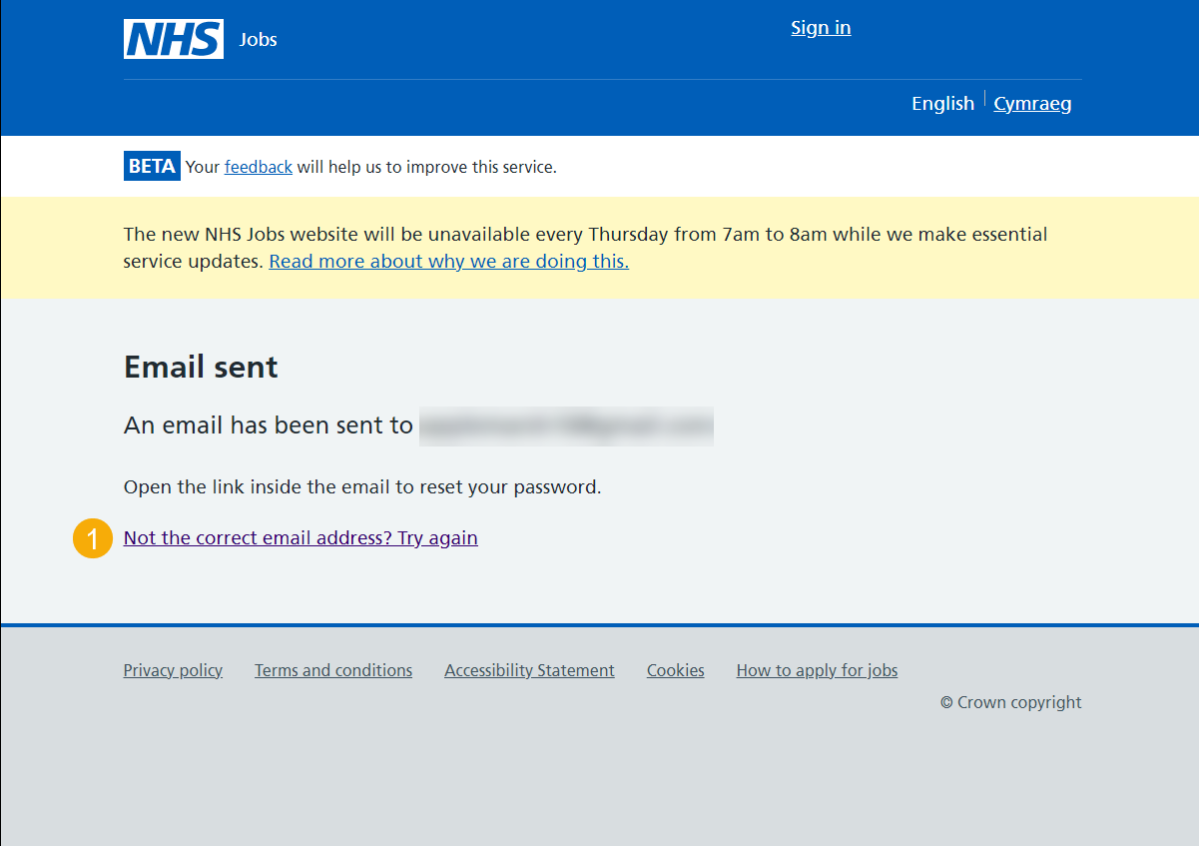
## Email sent

This page shows confirmation your password reset email is sent.

Once your email is received, go to the '[Create a new password](#)' page.

To enter a new email address, complete the following step:

1. Select the '[Not the correct email address? Try again](#)' link (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, there is a language selector for 'English' and 'Cymraeg'. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a white box with a light blue border contains the main message: 'Email sent'. The text reads: 'An email has been sent to [redacted]'. Below this, it says 'Open the link inside the email to reset your password.' A yellow circle with the number '1' is next to a link: '[Not the correct email address? Try again](#)'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the copyright notice '© Crown copyright'.

**Tip:** Open the link in the email to reset your password.


## Create a new password

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

**Important:** You'll need to create a new password that's personal to you and that only you know. Your password must contain 12 characters or more.

To create a new password, complete the following steps:

1. In the **New Password** box, enter the details.
2. In the **Confirm new password** box, enter the details.
3. Select the '[Continue](#)' button.

 **NHS** Jobs [Sign in](#)

[English](#) | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

### Create new password

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

Your password must contain:

- 12 characters or more

New Password

1

Confirm new password

2

3

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

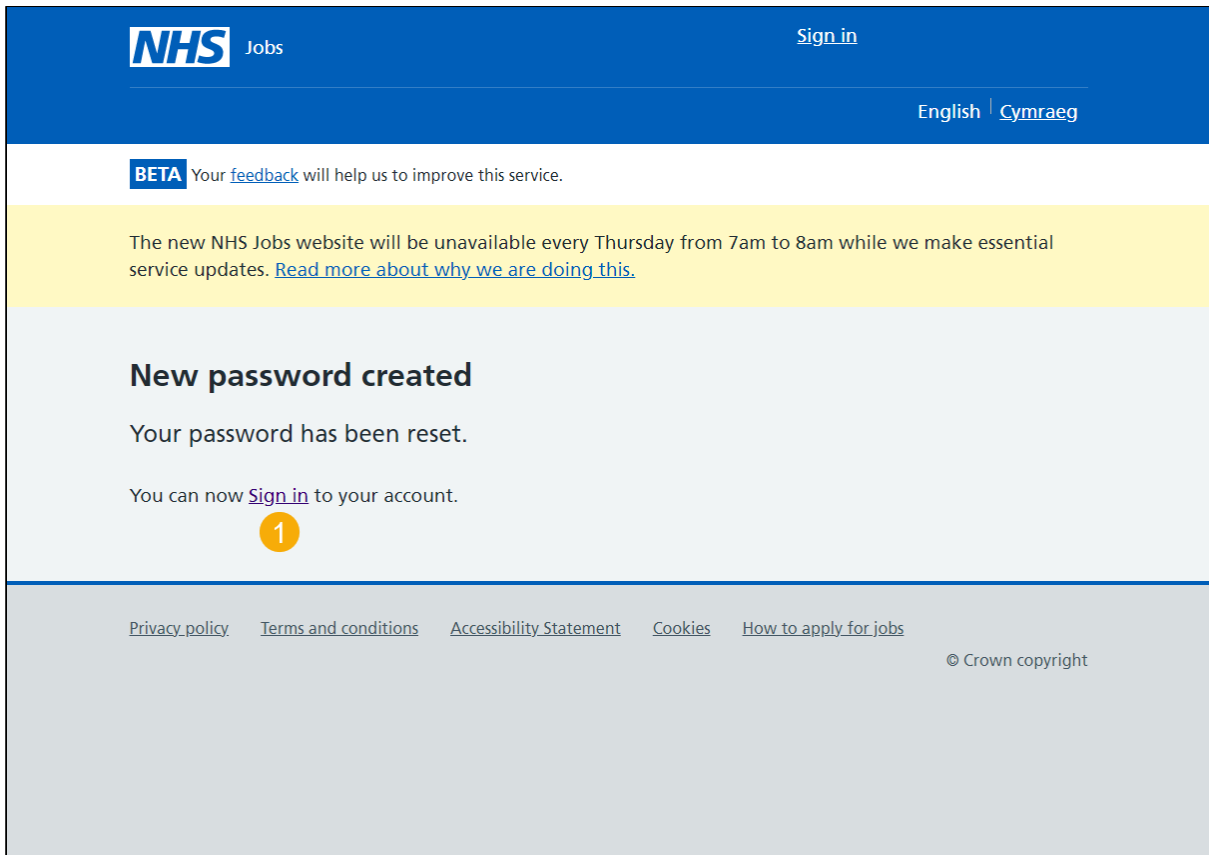
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## New password created

This page shows confirmation you've created a new password.

To sign into your account, complete the following step:

1. Select the 'Sign in' link.



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, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area has a light blue background and features the heading 'New password created' in bold. Below the heading, it says '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 of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

**You've reached the end of this user guide as you've created a new password.**