

How to create an account in NHS Jobs user guide

This guide gives you instructions for how to create an account in the NHS Jobs service.

You'll need to create an account to apply for a job and track your application.

To create an account, you'll need to enter an email address and choose a password that's personal to you and that only you know. Your password must contain 12 characters or more.

You'll need to agree to comply with the acceptable use declaration and accept the terms in the privacy policy.

If you're an applicant, you can do this by selecting the 'Create an account' link on the [Applicant Hub](#).

If you're an employer, you'll be contacted by the NHS Jobs team once we're ready to create your account.

If you've got an account, go to the 'Access your account' section of the [help and support webpage](#).

Contents

[How to create an account in NHS Jobs user guide](#)

[Create an account](#)

[Enter your account details](#)

[Account created](#)

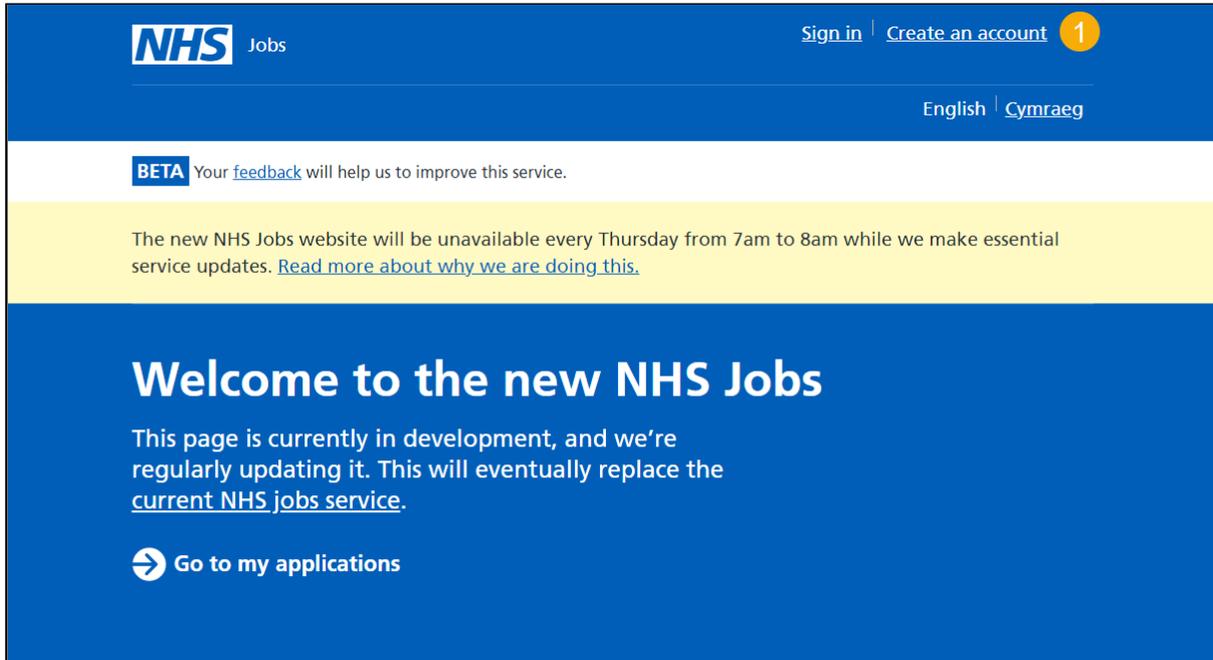
Create an account

This page gives you instructions for how to create an account.

Important: You'll need to create an account to apply for a job and track your application.

To create an account, complete the following step:

1. Select the 'Create an account' link.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with the NHS logo and 'Jobs' text on the left. On the right, there are links for 'Sign in' and 'Create an account', with a yellow circle containing the number '1' next to 'Create an account'. Below the navigation bar, there is a white banner with a blue 'BETA' label and the text 'Your feedback will help us to improve this service.' Below this 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.](#)' The main content area has a blue background with the heading 'Welcome to the new NHS Jobs' in white. Below the heading, it says: 'This page is currently in development, and we're regularly updating it. This will eventually replace the [current NHS jobs service.](#)' At the bottom, there is a white button with a right-pointing arrow and the text 'Go to my applications'.

Enter your account details

This page gives you instructions for how to enter your account details.

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. You'll need access to the email address you enter to sign into your account. You should read the '[acceptable use declaration](#)' and '[privacy policy](#)' before you create an account.

To enter your account details, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. In the **Email** box, enter the details.
4. In the **Password** box, enter the details.
5. In the **Confirm password** box, enter the details.
6. Select the 'acceptable use declaration' box.
7. Select the 'privacy policy' box.
8. Select the '[Create account](#)' button.

Create an account

You'll need create an account to track your application.

First name

1

Last name

2

Email

You'll need this email address to sign in to your account.

3

Password

Your password needs:

- to be 12 characters or more

4

Confirm password

5

6 I agree to comply with the [acceptable use declaration](#).

7 I accept the terms in the [privacy policy](#).

8

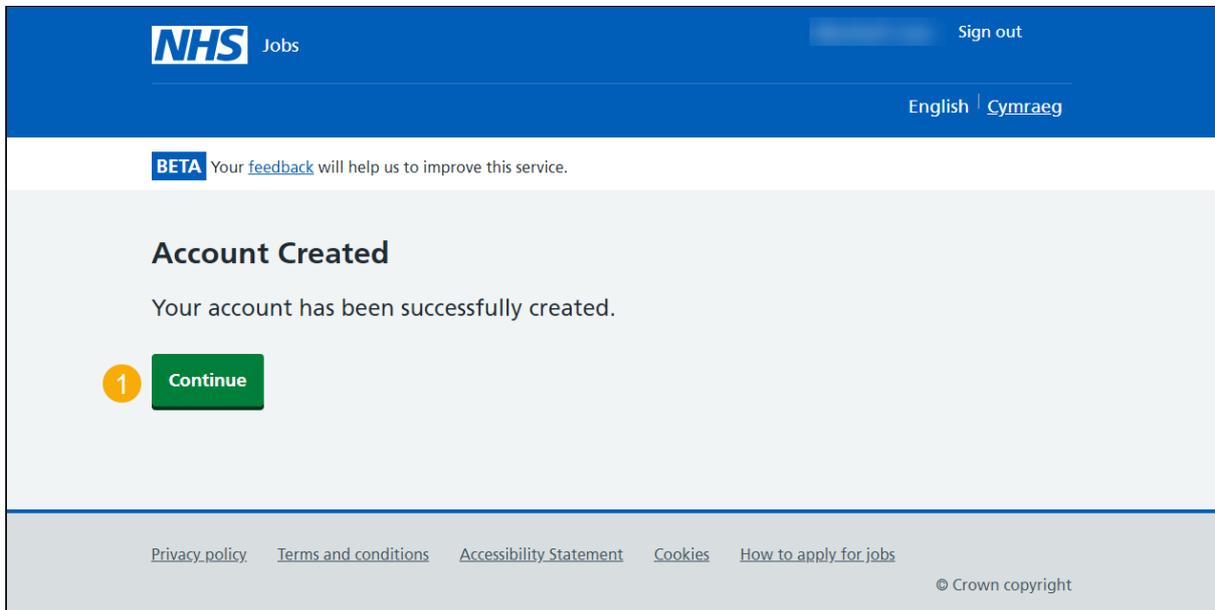
Tip: You can select the 'acceptable use declaration' and 'privacy policy' links for more information.

Account created

This page shows confirmation your account is created.

To sign into your account, complete the following step:

1. Select the 'Continue' button.



Tip: Once you've created your account, select the '[Sign in](#)' link to sign into your account.

You've reached the end of this user guide as you've created an account.