

How to manage accredited logos in NHS Jobs user guide

This guide gives you instructions for how to manage accredited logos in the NHS Jobs service.

You can add accredited logos to show on all job listings you create and publish to jobseekers. If you change a logo, it will only show on new job listings.

To manage accredited logos on your organisation's account, you can:

- select a logo
- remove a logo

Only a 'Super user' can manage accredited logos.

If an accredited logo isn't available, you'll need to email the NHS Jobs team nhsbsa.nhsjobs@nhsbsa.nhs.uk and request it to be added to the list.

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Accredited logos

This page gives you instructions for how to manage accredited logos.

Important: Only a 'Super user' can add and remove accredited logos.

To view the accredited logos, complete the following step:

1. Select the '[Accredited logos](#)' link.

The screenshot shows the NHS Business Services Authority Jobs Dashboard. The top navigation bar includes the NHS logo, 'Jobs', and user information 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' notice states: 'Your feedback will help us to improve this service.' A yellow banner below reads: '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 is titled 'NHS Business Services Authority Dashboard'. It shows 'Showing tasks for' with a dropdown menu set to 'All users'. A table of tasks is displayed:

Task	Count
Draft	4
Approvals	1
Published	0
Shortlisting	6
Interviews	2
Ready to offer	1
Conditional offers	0

Each task has a corresponding progress bar. A yellow callout bubble with the number '1' points to the 'Accredited logos' link in the 'Manage the account' sidebar.

The 'What you can do' sidebar contains three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. The 'Manage the account' sidebar contains a list of links: 'Users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

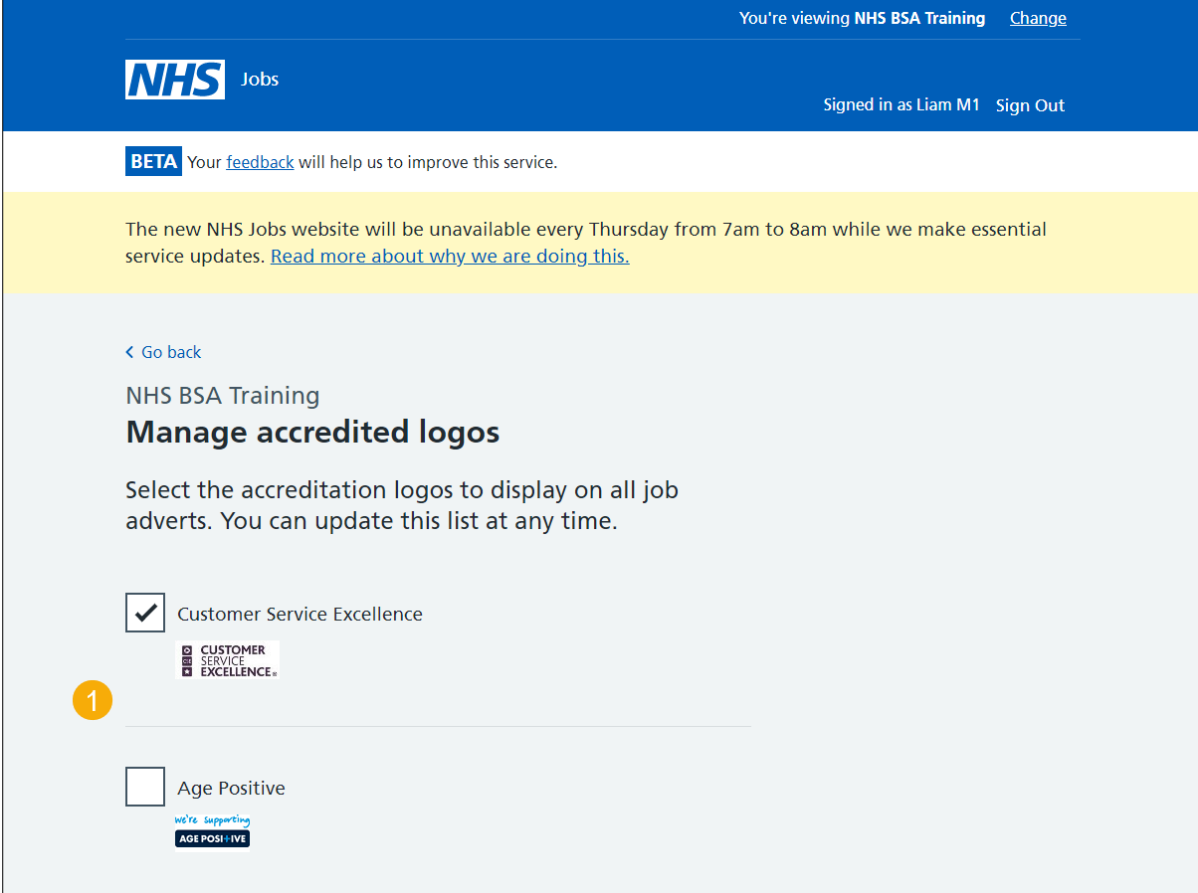
Manage accredited logos

This page gives you instructions for how to view the accredited logos.

Important: In this example, the 'Customer Service Excellence' logo is selected and is on all job listings created and published to jobseekers.

To select or remove a logo, complete the following step:

1. [Select](#) or [un-select](#) a logo.



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner reads "BETA Your feedback will help us to improve this service." Below that, a yellow banner states: "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 "Go back" link and the heading "NHS BSA Training Manage accredited logos". Below the heading, it says: "Select the accreditation logos to display on all job adverts. You can update this list at any time."

There are two logos listed:

- Customer Service Excellence
The logo for Customer Service Excellence is shown below the text. A yellow circle with the number "1" is positioned to the left of the logo.
- Age Positive
The logo for Age Positive is shown below the text.

Tip: All accredited logos you've selected are shown at the top of the page. You can scroll down the page to see the available logos to select. If a logo is not ticked, this is not in use.

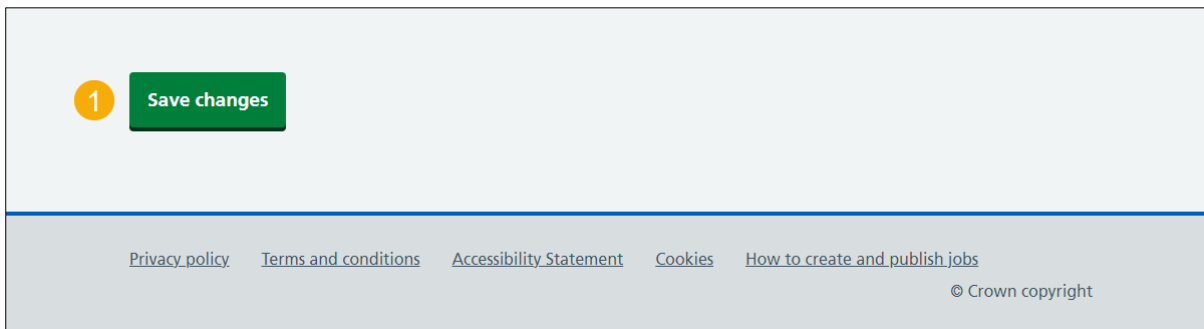
Save changes

This page gives you instructions for how to save your accredited logo changes.

Important: If you change a logo, it will only show on new job listings you create and publish to jobseekers.

To save your accredited logo changes, complete the following step:

1. Select the 'Save changes' button.



Tip: The 'Save changes' button is at the bottom of the page.

You've reached the end of this user guide as you've managed your accredited logos.