How to create an account, sign in and reset your password in NHS Jobs user guide

This guide gives you instructions for how to create an account, sign in, and reset your password in the NHS Jobs service.

As an applicant you can:

- create an account
- sign in to your account
- reset your password

If you don’t have an account:

- you’ll need to create one to apply for jobs and track your applications
- you’ll need to provide an email address to create and sign in to your account
- your password needs to be 12 characters or more
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Create an account or sign in
This page gives you instructions for how to create an account or sign in.

**Important:** You'll need to go to the applicant webpage at beta.jobs.nhs.uk/candidate.

To create an account or sign in, complete the following steps:

1. Select the **Create an account** link.
2. Select the **Sign in** link.

Welcome to the new NHS Jobs
This page is currently in development, and we're regularly updating it. This will eventually replace the current NHS jobs service.

Go to my applications
Create an account
This page gives you instructions for how to create an account.

Important: You’ll need to create an account to track your application. If you already have an account, go to the ‘Sign in’ page.

To create an account, complete the following step:

1. In the First name box, enter your details.
2. In the Last name box, enter your details.
3. In the Email box, enter your details. You’ll need this email address to sign in to your account.
4. In the Password box, enter your details. Your password needs to be 12 characters or more.
5. In the Confirm password box, enter your details.
6. Select the Acceptable usage policy box. To find out more information, select the acceptable usage policy link.
7. Select the Privacy policy box. To find out more information, select the privacy policy link.
8. Select the ‘Create account’ button.

You’ve created an account and reached the end of this user guide.
**Sign in**
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 for a job, even if you're already registered to apply for jobs on the current website.

To sign into your account or reset your password, complete the following steps:

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

or

4. Select the 'Forgot your password?' link.

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You've signed into your account and reached the end of this user guide.
Forgot your password?
This page gives you instructions for how to reset your password.

**Important:** You’ll receive an email to create a new password.

To reset your password, complete the following steps:

1. In the **Email address** box, enter your email address.
2. Select the **Send email** button.
Email sent
This page shows confirmation an email has been sent to reset your password.

Important: Open the link inside the email to reset your password.

To create a new password or if it’s not the correct email address, complete the following step:

1. Go to the ‘Create a new password’ page.
   or
2. Select the ‘Not the correct email address? Try again’ link.
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.

To create a new password, complete the following steps:

1. In the New Password box, enter the details. Your password needs to be 12 characters or more.
2. In the Confirm new password box, enter the details.
3. Select the ‘Continue’ button.

You’ve created a new password and reached the end of this user guide.