

How to sign into your account and reset your password in NHS Jobs user guide

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

As an employer you can:

- sign into your account
- reset your password

If you don't have an account and your organisation already has an NHS jobs account, you can ask your organisation's Super user to create one for you.

If your organisation doesn't have an account, you'll need to contact the NHS Jobs team to request one nhsbsa.nhsjobs@nhsbsa.nhs.uk.

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Sign in

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

Important: You'll need to go to the employer webpage at beta.jobs.nhs.uk.

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.

NHS Jobs
Sign In

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.](#)

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

Sign In

Email address

1

Password

2

3

▼ [Register as an employer](#)

If your organisation already has an NHS Jobs account, you can ask your organisation's super-user to create an account for you.

[Forgot your password?](#)

Contact us

Contact the NHS Jobs team for support by:

Email:
nhsbsa.nhsjobs@nhsbsa.nhs.uk

We're available Monday to Friday between 8am to 6pm and Saturday between 9am to 3pm, except Bank Holidays including Christmas Day, Boxing Day and New Year's Day.

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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** box, enter your email address.
2. Select the [Send email](#) button.

NHS Jobs Sign In

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

[Go back](#)

Forgot your password?

Email
Enter the email address you used to sign up with.

1

2 [Send email](#)

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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.

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, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area features a white box with the heading 'We've sent you an email' and the message: 'We've sent a link to [redacted]@nhs.net. Use the link to reset your password.' Below this box, there is a yellow circle with the number '1' and a link that reads 'Not the correct email address? Try again'. The footer contains several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

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.

NHS Jobs Sign In

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

Create a new password

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

Your password must be:

- no less than 12 characters
- no greater than 255 characters

New password

1

Confirm new password

2

3

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