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 into 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 into your account
- your password needs to be 12 characters or more

Contents

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.

Create an account

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

<mark>Important:</mark> 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 steps:

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 into 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.

<mark>Important:</mark> 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.

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 '<u>Send email</u>' 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.

NHS Jobs

Sign in | Create an account
English | Cymraeg

BETA Your feedback will help us to improve this service.

Email sent

An email has been sent to [blurred] @icloud.com

Open the link inside the email to reset your password.

1. Not the correct email address? Try again

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to apply for jobs

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Create a new password

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

<mark>Important:</mark> You'll need to create a new password that's personal to you and that only you'll 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.