

Signing in to your NHS Volunteering account

This guide explains how to sign in to your NHS Volunteering account **when you have already set up your account**.

Sign in to the [NHS Volunteering service](#) to access your account and follow the instructions in this guide.

NHS Volunteering uses multifactor authentication to keep the service secure for users.

This guide explains how to use the Microsoft Authenticator app on your mobile device.

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Sign in with your email address and password

Important: Sign in to the [NHS Volunteering service](#) to access your account and follow the instructions in this guide.

To sign in to the NHS Volunteering service, complete the following steps:

1. Enter your email address in the **Email Address** text box.
2. Enter your password in the **Password** text box.
3. Select the [‘Sign in’](#) button.



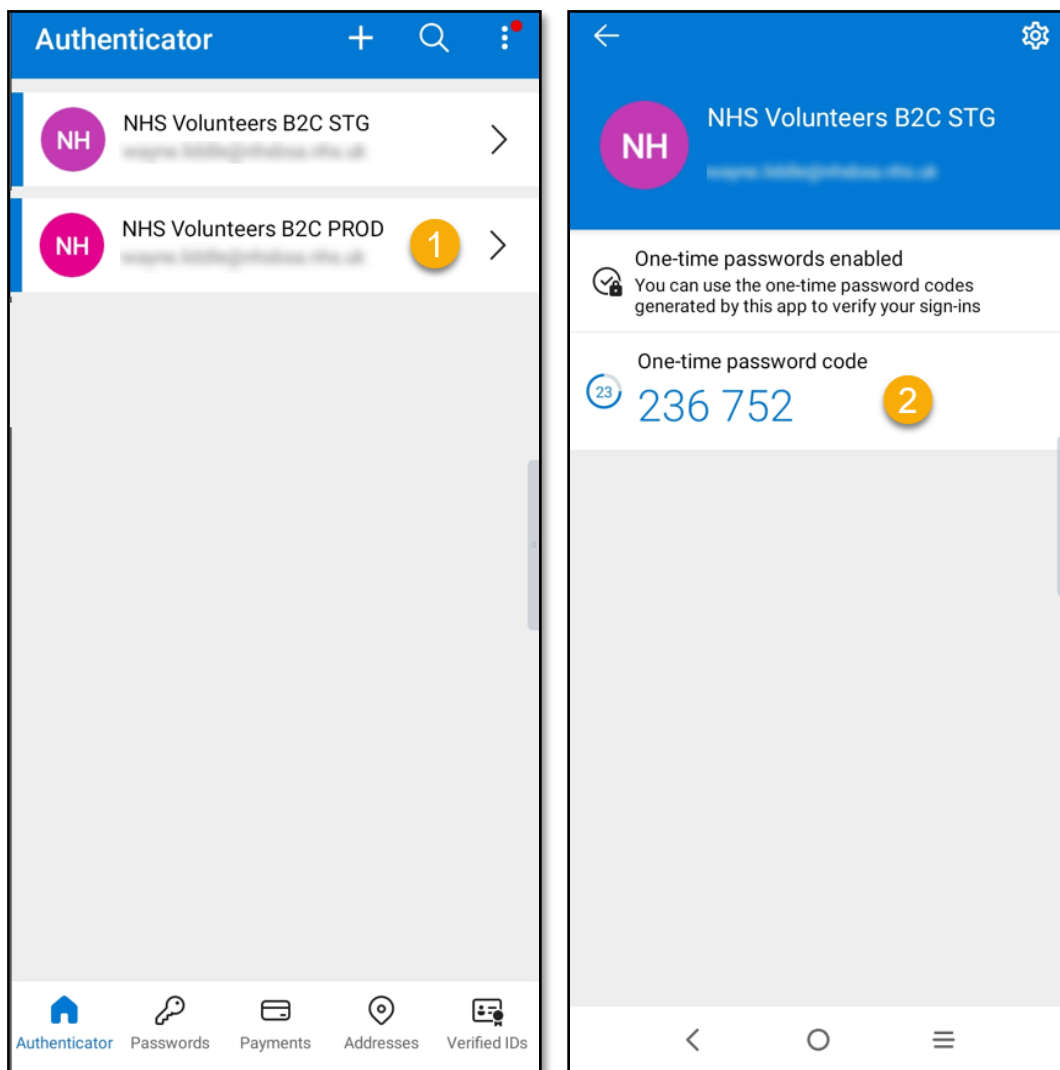
The screenshot shows the NHS Volunteering sign-in interface. At the top, the NHS logo is displayed above the word 'Volunteering'. Below this, the heading 'Sign in' is centered. Underneath, the instruction 'Sign in with your email address' is shown. The form consists of three main elements, each marked with a numbered orange circle on the left: 1. A text input field labeled 'Email Address'. 2. A text input field labeled 'Password'. 3. A blue button labeled 'Sign in'. Below the password field, there is a blue link that reads 'Forgot your password?'.

Generate your one-time code using the app on your mobile device

Important: You must use the Microsoft Authenticator app to complete the instructions on this page.

To generate your one-time code, complete the following steps:

1. Select the account in the authenticator associated with your NHS Volunteering service account.
2. [Read the one-time code](#) generated by the authenticator app.

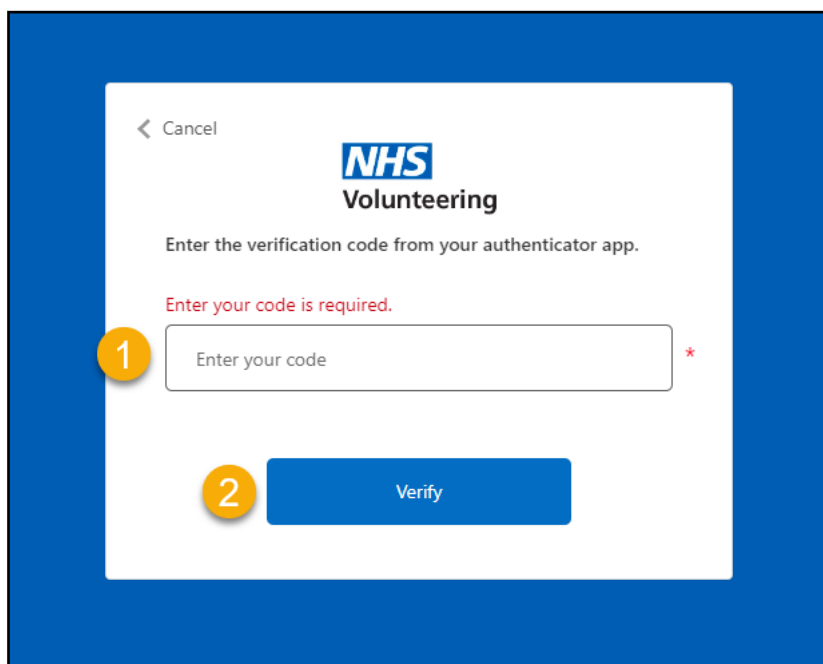


Enter the one time code into the NHS Volunteering service on your laptop or PC

Important: The Microsoft Authenticator app refreshes the 6-digit code every 30 seconds.

To add the code to the NHS Volunteering service, complete the following steps:

1. Enter the code in the **Enter your code** text box in the NHS Volunteering service.
2. Select the [Verify](#) button.



< Cancel

NHS
Volunteering

Enter the verification code from your authenticator app.

Enter your code is required.

1 Enter your code *

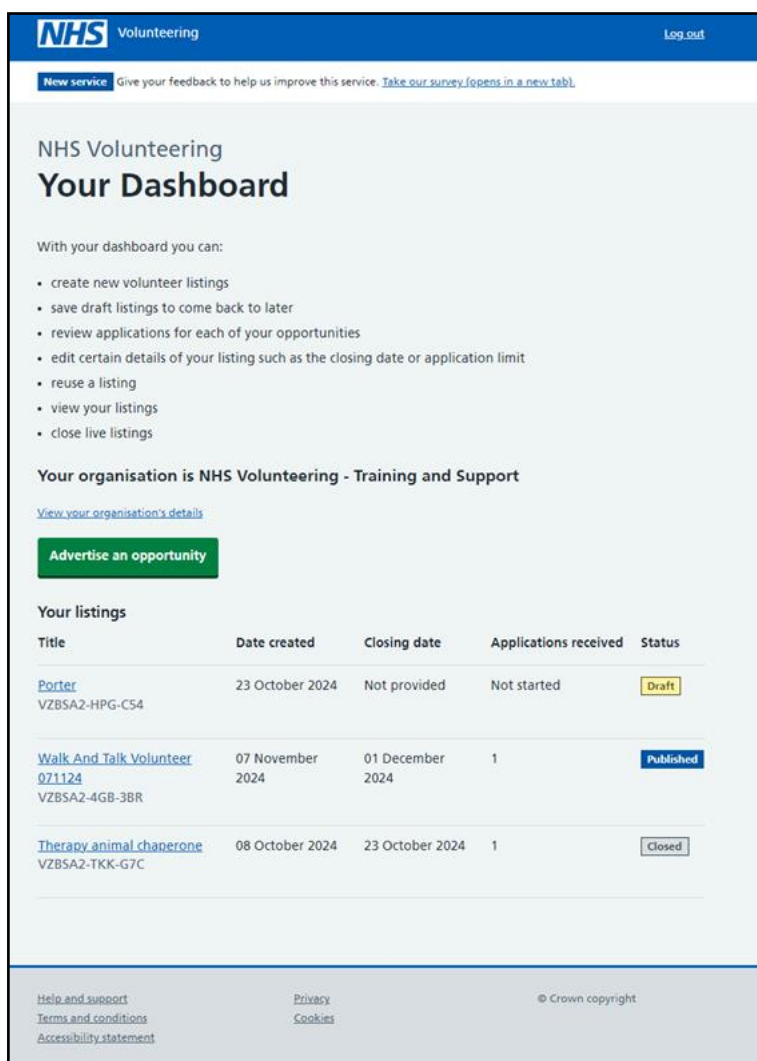
2 Verify

Tip: If the code changes before you select verify enter the new code.

You're now signed in to your NHS Volunteering account

This page shows confirmation that you are now signed in to your NHS Volunteering account.

You can now create and manage adverts for your volunteering opportunities.



The screenshot shows the NHS Volunteering dashboard. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, there is a 'New service' banner with a feedback link. The main heading is 'NHS Volunteering Your Dashboard'. A list of actions is provided: create new volunteer listings, save draft listings, review applications, edit details, reuse listings, view listings, and close live listings. The user's organization is identified as 'NHS Volunteering - Training and Support', with a link to view details and a green 'Advertise an opportunity' button. A table titled 'Your listings' contains three entries with columns for Title, Date created, Closing date, Applications received, and Status.

Title	Date created	Closing date	Applications received	Status
Porter VZBSA2-HPG-CS4	23 October 2024	Not provided	Not started	Draft
Walk And Talk Volunteer 071124 VZBSA2-4GB-3BR	07 November 2024	01 December 2024	1	Published
Therapy animal chaperone VZBSA2-TKK-G7C	08 October 2024	23 October 2024	1	Closed

At the bottom, there are links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a copyright notice: '© Crown copyright'.

You've signed in to your account and reached the end of this user guide.