

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.

The screenshot shows the top section of the NHS Jobs beta page. At the top left is the NHS logo with the word 'Jobs' next to it. On the right side of the top blue bar, there are two yellow circular icons with numbers '2' and '1'. The '2' icon is positioned above the text 'Sign in' and 'Create an account'. The '1' icon is positioned above the text 'English' and 'Cymraeg'. Below the top bar is a white bar with the text 'BETA Your feedback will help us to improve this service.' Below that is a large blue section with the heading 'Welcome to the new NHS Jobs'. Underneath the heading, it says 'This page is currently in development, and we're regularly updating it. This will eventually replace the [current NHS jobs service](#)'. At the bottom of this blue section is a white button with a right-pointing arrow icon and the text '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.

NHS Jobs [Sign in](#) | [Create an account](#)
English | [Cymraeg](#)

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

[Go back](#)

Create an account

You'll need create an account to track your application.

First name 1

Last name 2

Email 3
You'll need this email address to sign in to your account.

Password 4
Your password needs:
• to be 12 characters or more

Confirm password 5

6 I agree to comply with the [acceptable use declaration](#).

7 I accept the terms in the [privacy policy](#).

8

If you already have an account, [sign in](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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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.

NHS Jobs

[Sign in](#) | [Create an account](#)
English | [Cymraeg](#)

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

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.](#)

Sign in

You'll need to create a new account to apply, even if you're already registered to apply for jobs on the current website.

Sign in or [create an account](#) to get started.

Email

1

Password

2

3 [Sign In](#)

4 [Forgot your password?](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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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.

NHS Jobs [Sign in](#) | [Create an account](#)
English | Cymraeg

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[Go back](#)

Forgot your password?

We'll send you an email to create a new password.

Email address

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 'Sign in | Create an account' and 'English | Cymraeg' on the right. Below the header is a white banner with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and features the heading 'Email sent'. Below this, it states 'An email has been sent to [redacted]@icloud.com' and 'Open the link inside the email to reset your password.' A yellow circle with the number '1' highlights a link: 'Not the correct email address? Try again'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for 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](#) | [Create an account](#)
English | [Cymraeg](#)

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

Create new password

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

Your password must contain:

- 12 characters or more

New Password

1

Confirm new password

2

3 [Continue](#)

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