

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.
5. Select the 'Register as an employer' dropdown (optional).

The screenshot shows the NHS Jobs Sign In page. At the top, there is a blue header with the NHS logo and 'Jobs' text, and a 'Sign In' link. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is divided into two columns. The left column is titled 'Sign In' and contains:

- An 'Email address' input field with a yellow circle '1' next to it.
- A 'Password' input field with a yellow circle '2' next to it.
- A green 'Sign In' button with a yellow circle '3' next to it.
- A dropdown menu with a yellow circle '5' next to it, containing the option 'Register as an employer'.
- A link for 'Forgot your password?' with a yellow circle '4' next to it.

 A text box below the dropdown explains: 'If your organisation already has an NHS Jobs account, you can ask your organisation's super-user to create an account for you.' The right column is titled 'Contact us' and provides contact information for the NHS Jobs team, including an email address (nhsbsa.nhsjobs@nhsbsa.nhs.uk) and their availability hours (Monday to Friday 8am to 6pm, Saturday 9am to 3pm, excluding Bank Holidays).

At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

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](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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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 left is the NHS logo and the word 'Jobs'. At the top right is a 'Sign In' link. Below the header is a 'BETA' banner with 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 text 'We've sent a link to [redacted]@nhs.net' and 'Use the link to reset your password.' Below this box is a yellow circle with the number '1' and the link '[Not the correct email address? Try again](#)'. The footer contains links for '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'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 no less than 12 characters and no greater than 255 characters.
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

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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