NHS

Volunteering

Setting up your NHS Volunteering account – quick guide

This quick guide explains how to set up your NHS Volunteering account.

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

Download the Microsoft Authenticator app onto your mobile device before you get started.

Important:

The link in your welcome email is only to be used when signing in for the first time.

Do not close the NHS Volunteering service until you have completed the set-up of your account.

You must use the authenticator app to scan the QR code.

1. Select the link in your welcome email on your laptop or PC.
2. Create and confirm your password and then select the 'Create' button.
3. Enter your email address and password and select the 'Sign in' button.
4. You will now see a QR code. Please do not close this page with the QR code while you carry out steps on your mobile device.
5. If you haven't already, download the Microsoft Authenticator app to your mobile device.
6. Open the app on your mobile device and select the 'plus icon' in the top right-hand corner.
7. Using the app, select the 'Work or school account' link.
8. Select the 'Scan QR code' link on your Microsoft Authenticator app.
9. **Use the camera on the app** to scan the QR code on your laptop or PC.
10. Enter the six-digit code from the app in the 'Enter your code' text box in the NHS Volunteering service.
11. Select the 'Verify' button.
12. You will now be signed in to the NHS Volunteering service.