

## 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 <u>NHS Volunteering service</u> 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 <u>NHS Volunteering service</u> 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.

	Sign in	
Sign i	in with your email address	
1 Emai	il Address	
2 Pass	sword	
Forgot y	your password?	
3	Sign in	

#### 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. <u>Read the one-time code</u> 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 '<u>Verify</u>' button.

<	Cancel
(1	Enter the verification code from your authenticator app. Enter your code is required. 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.

Volunteering			
NHS Volunteering Your dashboard			
Advertise an opportunity			
Your listings			
Title	Date created	Closing date	Status
Walk and talk volunteer 54930-AB	13 June 2023	19 November 2023	Draft
Volunteer at Broomfield Hospital 54914-AB	13 June 2023	Not provided	Draft
Ward support volunteer 12240-AB	9 May 2023	29 October 2023	Live
<u>Volunteer at Broomfield Hospital</u> 17840-AB	5 May 2023	29 October 2023	Live
Hospital radio volunteer 77625-AB	13 March 2023	30 September 2024	Live
Patient experience volunteer 13445-AB	3 February 2023	18 April 2023	Closed
Radio volunteer	3 February 2023	Not provided	Closed

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