NHS
Volunteering

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.

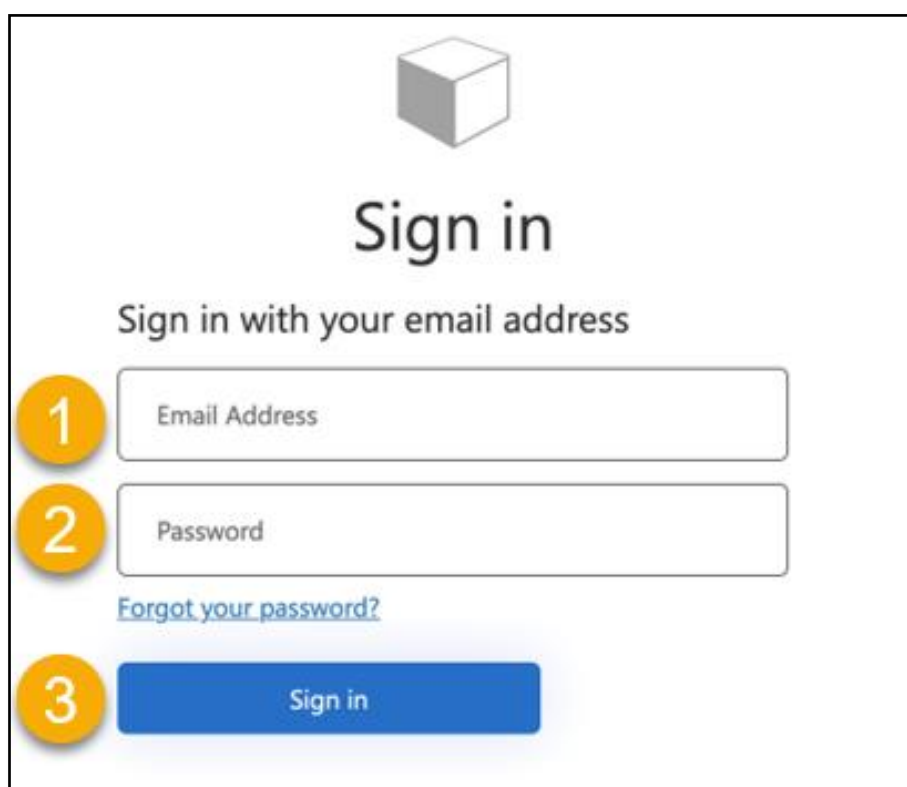This guide explains how to use the Microsoft Authenticator app on your mobile device.

Contents

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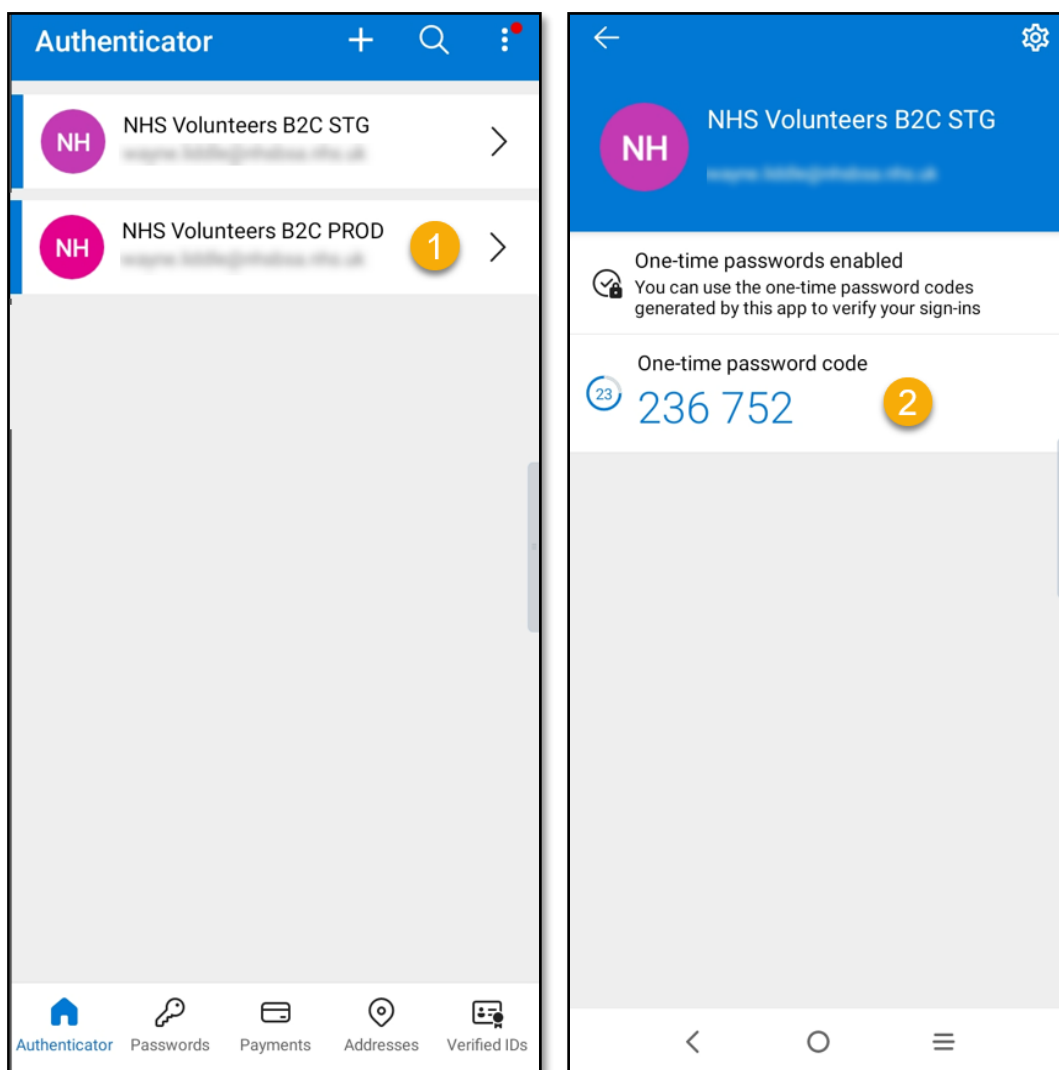
Generate your one-time code using the app on your mobile device

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.
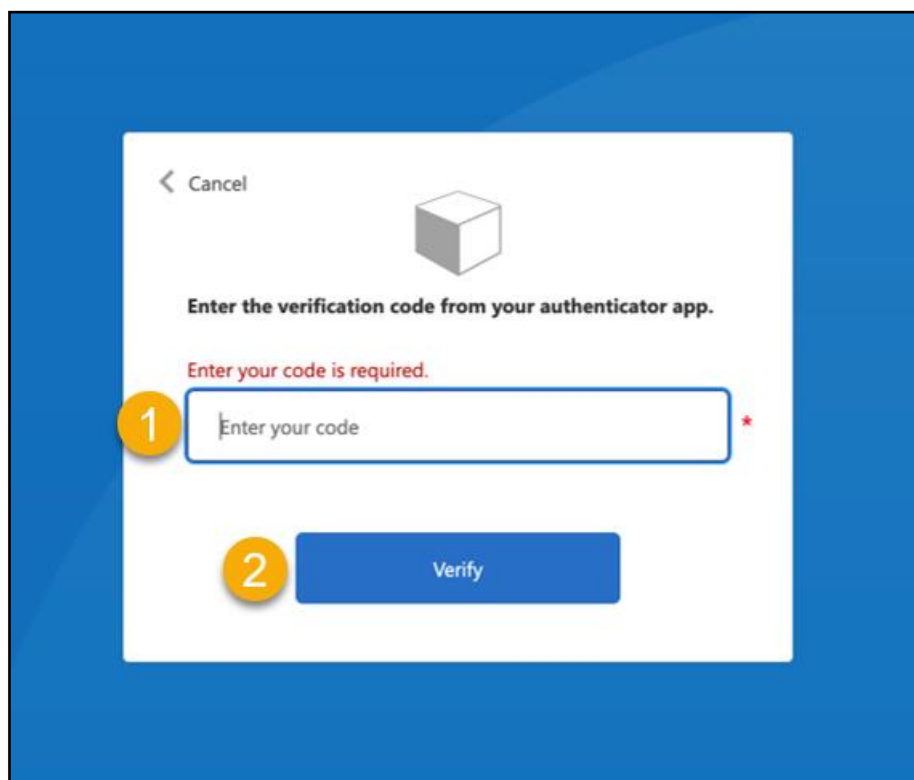2. Read the one-time code generated by the authenticator app.

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.
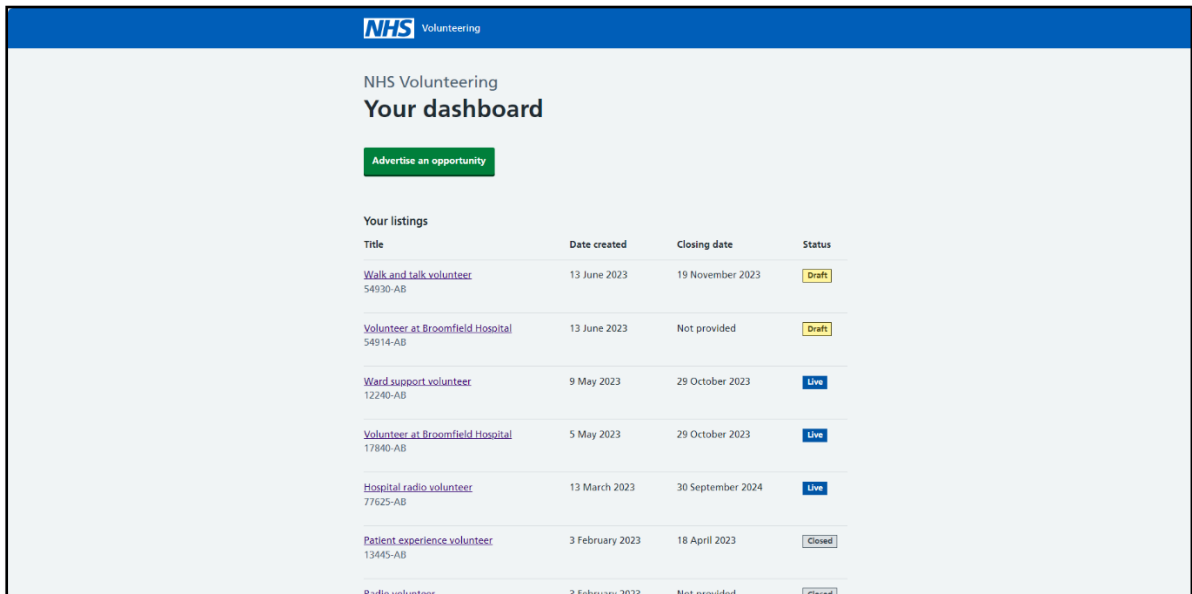2. Select the '<u>Verify</u>' button.

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.

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