

Registering for an NHS Jobs account

This guide is intended to show you how to register for an account on NHS Jobs, which will allow you to apply for jobs using NHS Jobs.

Introduction

By creating an NHS Jobs account, you will gain the ability to:

- Search and apply for jobs online
- Keep up to date with the latest jobs by using the jobs-by-email (JBE) facility
- Add vacancies you are interested in to your jobs basket to apply for later
- Save your application forms at any stage and complete them at a later date
- Receive reminders about closing dates for applications that you have not yet completed
- Store your last application form online to save time when starting subsequent applications
- Set up a 'Profile' as a local copy of application form answers to save time when starting your next application
- View details and status of previous applications and view any messages
- Respond to interview invitations and keep track of interview dates

Register

Where to start

Click on the 'Register' tab at the top right of the page.



Overview

The registration process is simple. You will need to complete the registration form with the appropriate information. The system will then email you with an activation code. You will need to copy the activation code from your email onto the system to complete the registration process.

How to register

All items on the registration form, below, must be completed. Mandatory items are marked with an asterisk (*).

Personal

First Name *

Surname *

Country of Residence *

Email address *

Email address confirmation *

Password *

Note: Password must be minimum of 9 characters and contain characters from each of the following groups: A-Z, a-z, 0-9.

Password Strength

Password confirmation *

Security Question *

Security Answer *

Note: The security question and answer will be used by the Helpdesk to confirm your identity when responding to any enquiries relating to your use of this site, and if you have forgotten your password.

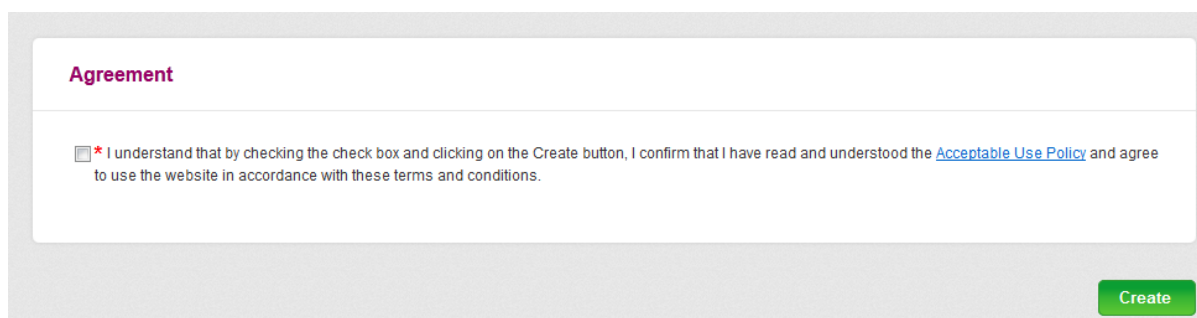
The email address you register with will be your login username for NHS Jobs.

Please ensure that the email address is both correct and one that you have access to, as the completion of the registration process requires you to copy the activation code from an email sent to the email address entered.

You choose your own password for your account. The password must be at least 9 characters long and must contain at least one upper-case letter, at least one lower-case letter and at least one number. Please avoid using words that could be easy to guess and it is recommended that you do not use the same password as you use on other websites.

The choice of security question and your answer to the selected question are used if you need to reset the password on your account on NHS Jobs or if you have to contact the Helpdesk and they require some confirmation that the person contacting them is you.

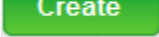
To complete the registration form you must tick the Agreement box. Please read the Acceptable Use Policy before indicating your agreement.

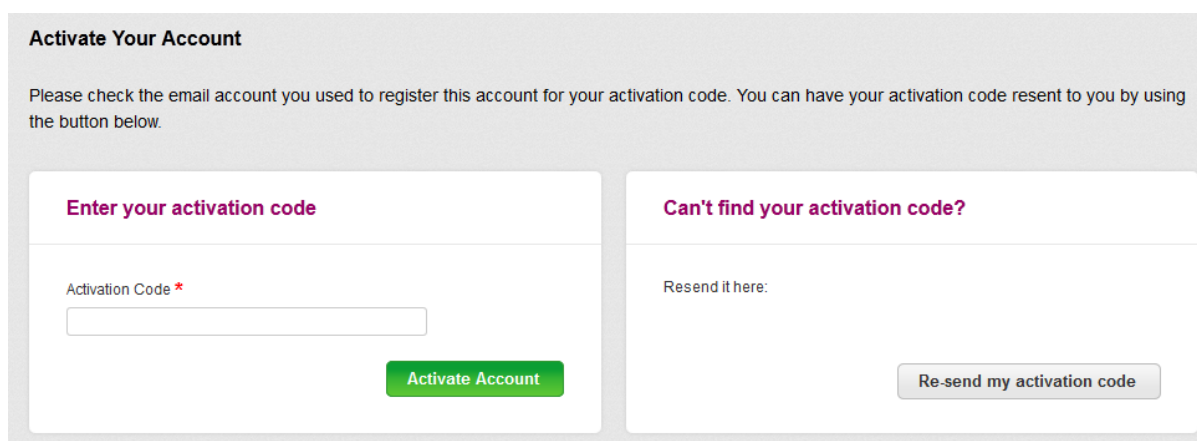


Agreement

* I understand that by checking the check box and clicking on the Create button, I confirm that I have read and understood the [Acceptable Use Policy](#) and agree to use the website in accordance with these terms and conditions.

Create

Once you tick the agreement and click on  you will automatically be presented with the account activation page.



Activate Your Account

Please check the email account you used to register this account for your activation code. You can have your activation code resent to you by using the button below.

Enter your activation code


Activation Code *

Activate Account

Can't find your activation code?

Resend it here:

Re-send my activation code

Please copy the activation code sent to your email address into the 'Activation Code' box and click on the  button. Alternatively you can click on the link within the email which perform the action of entering the activation code for you.

If you do not appear to have received the activation code email, it may have been identified as 'spam' or 'junk' by your email system or the email address entered may not have matched the email address of your email account.

Once you enter your activation code, you will be presented with a confirmation page. Clicking on 'Continue' will then present the homepage of your newly created account, where you will be able to start searching and applying for jobs.

Note

Please note that additional information can be entered on the registration form, for job seekers from a number of countries. Depending on your answer to the country of residence question, an additional section of the form will be presented where you can enter information to set up a 'jobs by email' notification. The jobs by email notifications can be set up and managed through your 'My Searches' form once your account is active.

Jobs by Email

If you would like to be notified of new jobs every day by email then set up a Jobs-by-Email.

Keywords or Job Reference
e.g. management, "patient care", accounting

Location or Postcode
e.g. Barnstaple, "south west", SW12

Salary

An additional optional notification question is also presented for job seekers from certain countries.

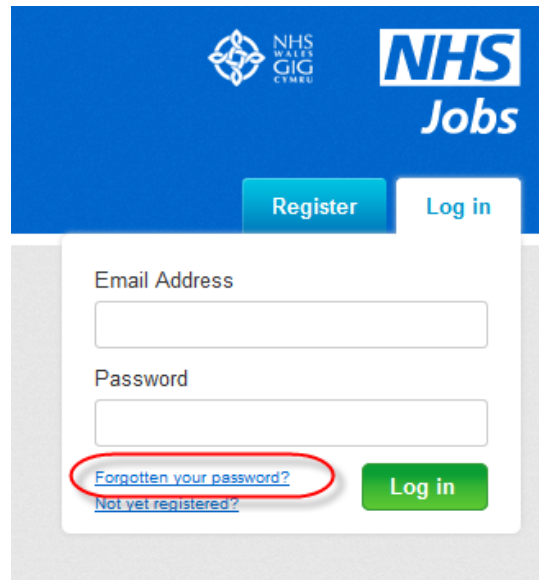
Agreement

In addition to our opt-in email services (e.g. Jobs by Email), from time to time the NHS sends out marketing information and surveys which we feel are of use to our candidates. Please check this box if you wish to receive this additional service.

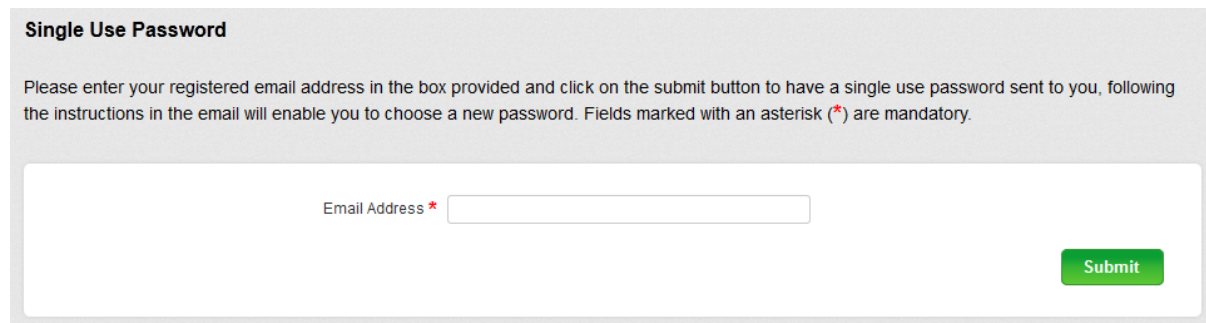
* I understand that by checking the check box and clicking on the Create button, I confirm that I have read and understood the [Acceptable Use Policy](#) and agree to use the website in accordance with these terms and conditions.

Forgotten Passwords

If you forget your password, or you experience difficulty logging in, you can request a password reset by going to the 'Login' tab on the homepage and click on the 'Forgotten your password?' link.



On the Single Use Password form, enter the email address of your account on NHS Jobs.



A temporary password will be sent to your registered email address within 15 minutes. Ensure any junk or spam folders or filters are turned off or the email may be sent to these rather than your inbox. If you have not received the email to your inbox within 15 minutes we advise you to check these areas. If you enter an email address incorrectly or enter an email address that is not a registered account on NHS Jobs, then the password reset email cannot be sent to you.

Temporary passwords are case sensitive. We strongly advise that you copy and paste the password into the normal login form, ensuring that you do not pick up any additional characters at the beginning or end of the password, to ensure all digits of the password are entered correctly.

All temporary passwords created in this way are valid for only 12 hours after they are issued. If you requested one more than 12 hours ago and have not used it, then you simply need to request another using the same process.