

Navigate to <https://joinbank.nhsp.uk/> and click on the 'Sign up now' button

The screenshot shows the top of the NHS Professionals website with a blue header containing the NHS logo and the text 'Professionals'. Below the header is a white box with the heading 'Sign in with your existing account'. On the left side of this box, there are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom left of the box is a pink 'Sign in' button. On the right side of the box, there is the text 'OR' followed by 'Don't have an account?' and a pink 'Sign up now' button. At the bottom of the page, there is a blue footer bar with links for 'Cookies & Privacy', 'Terms & Conditions', 'Press & Media', and 'Accessibility', and a copyright notice '© 2017 NHS Professionals'.

Enter your email address and click on the 'send verification code' button. You will then be sent an email with a 6 digit code to verify your email. Enter this code, create a password and continue.

The screenshot shows the registration page on the NHS Professionals website. It has a blue header with the NHS logo and 'Professionals'. Below the header is a white box with the heading 'Register to NHS Professionals'. Inside the box, there is a message: 'Please verify your email before creating an account.' Below this message is an 'Email address' input field containing the text 'gmmh-nhsp@mailinator.com'. Below the input field is a pink 'Send verification code' button. At the bottom of the box are two pink buttons: 'Cancel' on the left and 'Continue' on the right.

When the screen below appears click on 'New Application'



My Applications

The screenshot shows the 'My Applications' page. On the left is a navigation menu with options: 'My Applications' (highlighted), 'My Tasks', 'My Profile', and 'Change Password'. The main content area has a header with columns: 'Application Number', 'Application Type', 'Application Status', 'Trust', and 'Created On'. Below the header is a yellow message box stating 'There are no records to display.' At the bottom of the main content area is a blue 'New Application' button.

You will then reach the 'getting to Know you' section. Please complete these questions as shown below but select the Staff Group relevant to your role. Once you have answered these, click 'submit' at the bottom of the page.

Getting to know you

Please answer the questions below to ensure that you complete the most appropriate registration process

Are you applying to support the National Vaccination Programme?

Do you hold a contract of employment at an NHS Trust, or are you known by a Manager who is able to approve your professional competency?

Please select the Staff Group you wish to work in* (Click Here for information)

Are you permanently employed?

Are you in the process of leaving this role?

Is this employment at a NHS Trust?

Confirm your permanent contracted hours*

At which Trust?

We are now going to collect personal data as part of your application. If you would like to know how we will use your data, please click here [Click here](#)

Submit

You will then be directed to the application form where we will take capture some information about you and your role. Please complete these sections until you get to the 'Authorisation' section.



Once you get to the 'Authorisation section, ensure select an existing Line Manager is selected.

Add 'NHSP' to the first name field then drop down the 'full name' field and 'NHSP TUPE Transfer will appear. Please select this.

Your application - Fast Track

Personal details	Right to Work details	Work details	Bank details	Emergency contact details	Authorisation	Confirmation
------------------	-----------------------	--------------	--------------	---------------------------	----------------------	--------------

Application Authorisation

Please provide details of the manager that can confirm you are employed at the Trust and competent to undertake the role(s) that you have applied to. Either select your manager from the drop-down list or search for their name. If your manager's details are not available in the list provided, you can use the "Add new Line Manager" option. Before you enter the information, please confirm address and job title. Once you submit your application, your manager will be sent an email to approve your application.

Please provide Line Manager email address

Select existing Line Manager Add new Line Manager

First name Last name

Full name

Job title*:

Email*

Submit for authorisation then select 'confirm and Submit on the confirmation page.