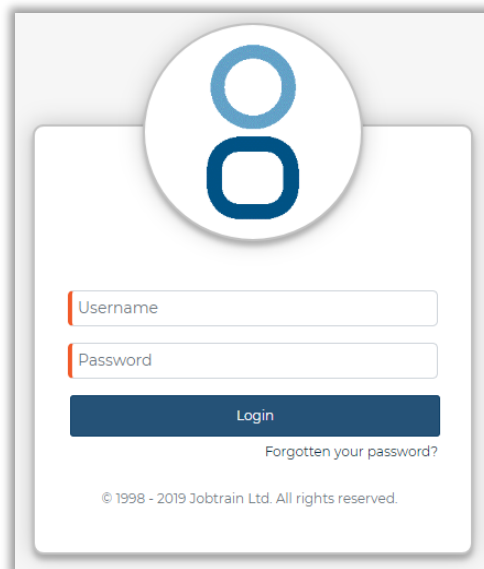# How to log into the e-recruit system

To log in to your e-recruit account enter the link below into any internet browser (you may wish to save this as a favourite).

https://jobs.nhsbt.nhs.uk/client

Enter your username and password and click **Login.**
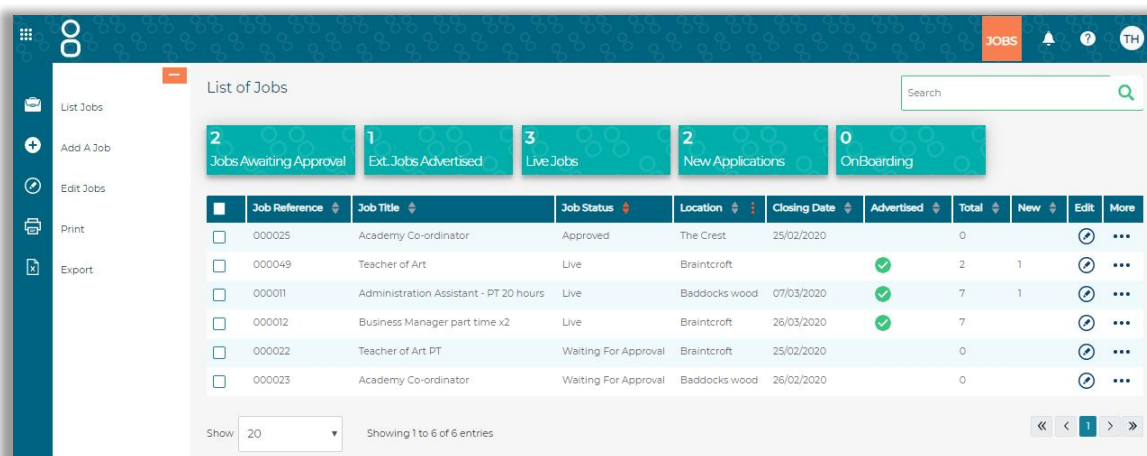
Note - If you do not have an account, please complete the online account request form at https://nhsbt.onlinesurveys.ac.uk/e-recruitment-account-request-september-2022 to arrange for an account to be created.

To reset your password, click Forgotten your password, and enter your email address, you will be sent a link via email to access your account.

Once logged in, you will see a list of all the jobs you have been granted access to.
From this page you can:
- Add or edit a job
- Access all applications for each job
- View Interview information
- View pre-appointment progress for your successful candidate(s)
- Access our Help & Support pages

Support and Guidance within the system

In addition to the guidance documents and support from your recruitment contact, all system users have access to a number of online tools to help them use the system effectively.

Support Icons

Throughout the system, you will see question mark icons, which will provide useful tips for that section if you hover over them.
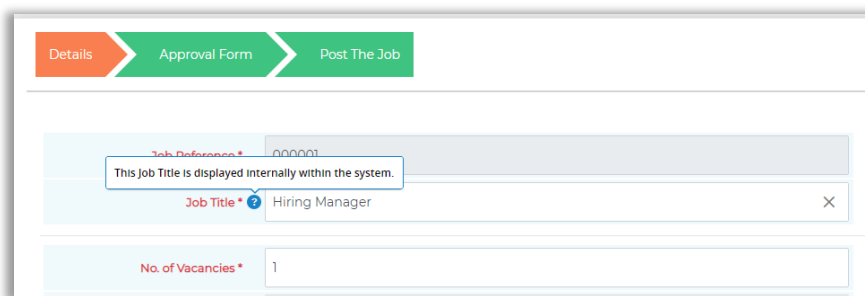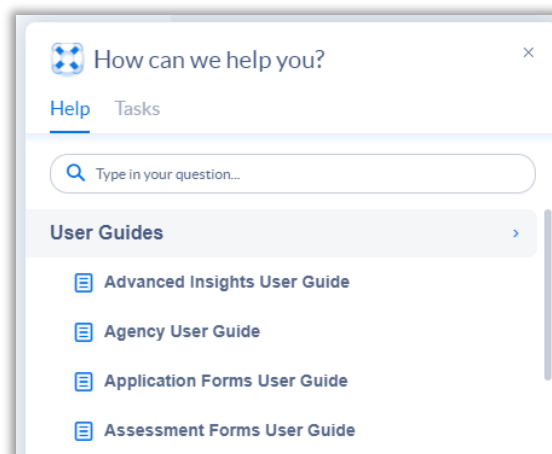

Online User Guides
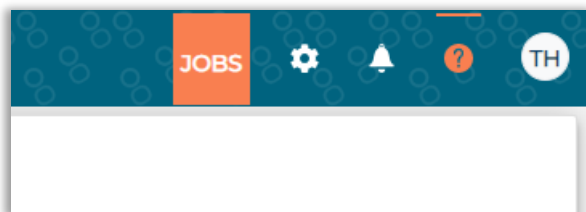
Clicking the **Help** Question mark Icon at the top of the page will give you access to the suite of online training guides and videos on all of the key areas of the system.

These are updated regularly are a great way to get to grips with areas of the system you may need training on.

HOWard

HOWard is your virtual Personal Assistant within Jobtrain!

HOWard can guide you through some core processes like adding a job and can also point you in the direction of the support team for any additional technical queries.