

TAS - Register for my account

How to register for my Training Administration System (TAS) account

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Prerequisite

This guide is for users creating a new account.

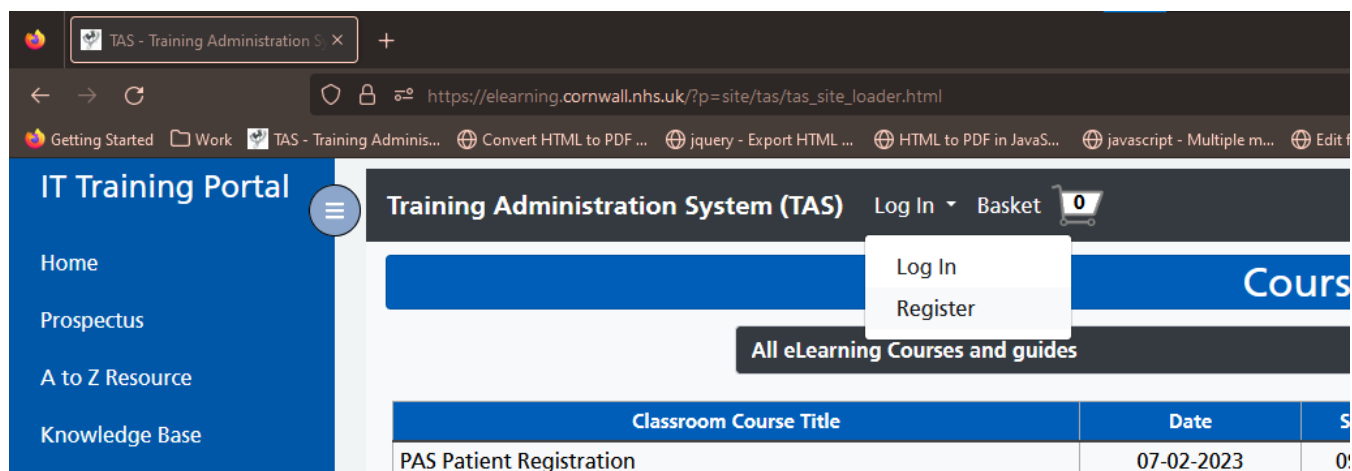
- If you have an existing account and have forgotten your password, please review the help guide [TAS - Reset my TAS password](#).
- If you only need to alter your profile including changing your email address please refer to the help guide [TAS - Update my profile](#).

Registering for your account

There are 3 routes you can use to register for your TAS account; via the TAS page, during the course booking process, and when completing an e-learning assessment.

The TAS Home Page

On the TAS home page click the **Log In** drop list on the top menu bar.



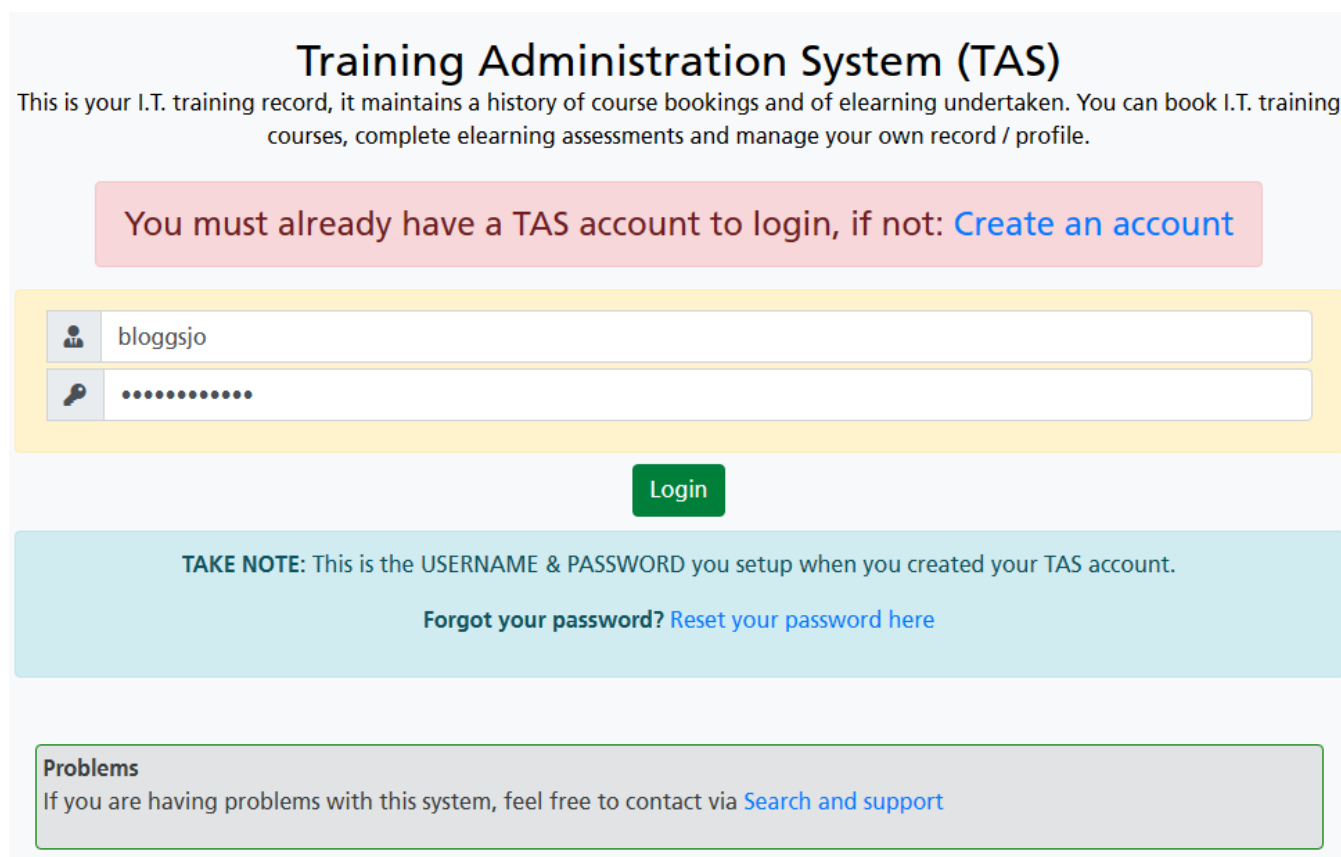
The screenshot shows the TAS home page. On the left is a blue navigation menu with links: Home, Prospectus, A to Z Resource, and Knowledge Base. The main header is dark blue with 'Training Administration System (TAS)', 'Log In', and 'Basket' (with a shopping cart icon). A dropdown menu is open under 'Log In', showing 'Log In' and 'Register' options. Below the header is a section titled 'All eLearning Courses and guides' with a table of courses.

Classroom Course Title	Date	S
PAS Patient Registration	07-02-2023	0:

Click the **Register** option to open the TAS Registration screen.

The course booking or an e-learning assessment

When registering during the course booking or an e-learning assessment for both methods the process is the same.



The screenshot shows the TAS login screen. At the top, it says 'Training Administration System (TAS)' and provides a brief description. A pink box contains the text: 'You must already have a TAS account to login, if not: [Create an account](#)'. Below this are two input fields: one for the username 'bloggsjo' and one for the password (masked with dots). A green 'Login' button is centered below the fields. A light blue box contains a 'TAKE NOTE' and a link to 'Reset your password here'. At the bottom, a grey box titled 'Problems' provides contact information for support.

When the login screen opens, click the **Create an account** link to open the TAS Registration screen.

The Registration screen

Part A - Important information

TAS Registration

READ FIRST:

When completing the fields below, it is strongly recommend for your Email address you use your 'NHS' Email address. For username, use your NHS Computer login name if you have one. The GMC/NMC can be left blank if you do not have a PIN otherwise enter one.

NON-NHS STAFF: If you do not know your NHS Managers details, enter your agency or university manager / tutor. These can be updated to NHS details later in your profile if required.

WARNING:

Before continuing, **double check** the email address you entered is correct for both you and your Manager, and please confirm you already have access to your NHS email.

As the system will send a verification email to that address, if wrong you will not get it and will not be able to login to TAS. So please do check.....

I confirm having checked my NHS email address, that it is correct and I can access it:

Read the important information first, then tick the '**I confirm having checked my NHS email address, that it is correct and I can access it**' box.

This will activate the 'Part B - Your details' form below.

Part B - Your details

I confirm having checked my NHS email address, that it is correct and I can access it:

Title	Mrs	▼
Other title	Other title	
Email address	jolean.bloggs@nhs.net	
Username	Bloggsjo	
Password	●●●●●●●●	●●●●●●●●
Full Name	Jolean	Bloggs
GMC / NMC	GMC / NMC registration Number	
DoB	07/08/1988	

Specialty	This is my specialty	
Location	This is my location address	
Job	This is my job role	
Care Group	Corporate ▼	
Trust	RCHT ▼	
Contact Number	01209 211231	
Manager Full Name	Mary-sue	Brimson
Manager email address	m.brimson@nhs.net	

Are you a Postgrad Junior Doctor? Yes

Are you KernowFlex or Agency Staff? KernowFlex Agency

REMINDER:

Have you checked the email addresses and confirmed they are correct, and that you can access your email account? Also have you entered your NHS Computer username? This information helps the support teams with creating your clinical accounts, if you have then click Register.

Register

Fill each box as required, the GMC/NMC box is optional and is used by doctor and nursing staff to record their registration code.


The line manager boxes are mandatory. If you haven't yet been allocated a manager:

- Enter your agency manager details if you are an agency staff member.
- Enter your placement administrator details, if you are from a Medical School.
- Or enter your NHS contact details.

Click the **Register** button.

Note: A pop-up message will inform you if you have omitted any boxes and also your data of birth, password format etc. are incorrect.

The User Verification screen will open.

 **Your account has not yet been verified, check your email.**

Please open your email application and look for the "TAS Account Verification" email and click on the verification link.

The email was sent to
thisis.myaddress@nhs.net

If verification email does not arrive, ensure the above email is correct !
Note: The email maybe delayed, the verification link is valid for today.

You cannot login to your account until it has been verified

If the email address above is incorrect. Use the button below to re-start the registration process.

Start Again

But... Ensure the email address you are using is valid and correct.

An email verification will be sent to you containing your one time verification link.

Verifying your account

Open your email client, for example NHS Mail. The email subject will be 'TAS Account Verification - Very Important'.

Subject	Correspondents	Date
TAS Account Verification - Very Important	Cornwall IT Training	13:53

Open the email, your **Click here to verify** link is displayed in the email.

Training Administration System Notification

New Account

Dear Jolean

You are almost finished creating your CITS Digital, Training Administration System (TAS) account.

[Click here to verify](#)

Your
CITS Digital Training

[CITS Digital Training Portal](#)

Note: Please allow NHS Mail time to send you your pin. If you do not receive your email you can return to the TAS verification screen and click the **Start again** button.

Clicking the '**Click here to verify**' link will open your internet browser, verify your account and return you to your origin page.

Success

Account Activated

Close

If the success confirmation displays, click the **Close** button.

Start Again

If you had registered using an incorrect email address, you will not receive an email verification.

The User Verification screen will display a reminder of the email address you had registered with.

The email was sent to

thisis.myaddress@nhs.net

If verification email does not arrive, ensure the above email is correct !

Note: The email maybe delayed, the verification link is valid for today.

If the displayed email address is incorrect, click the **Start Again** button to reset your account.

If the email address above is incorrect. Use the button below to re-start the registration process.

[Start Again](#)

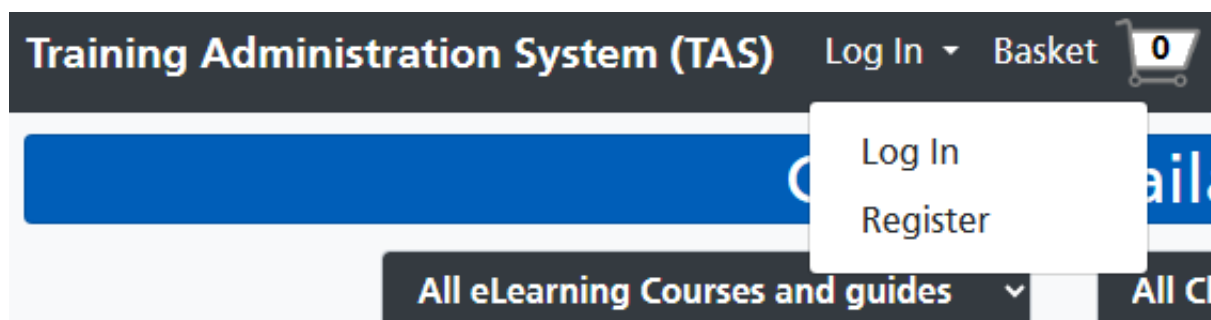
But... Ensure the email address you are using is valid and correct.

The registration form will reopen. Re-enter your profile information. When entering your email, please make sure that you enter your correct email address.

Remember that an NHS email address is preferred.

Login to your new account

You will be required to be logged in during the course booking or when completing an e-learning assessment; for both the login method is the same as the TAS home page login however you will be returned to the course booking or the e-learning assessment.



The TAS home page login is available by clicking the top **Log In** menu, then clicking the **Log In** option.

Training Administration System (TAS)

This is your I.T. training record, it maintains a history of course bookings and of elearning undertaken. You can book I.T. training courses, complete elearning assessments and manage your own record / profile.

You must already have a TAS account to login, if not: [Create an account](#)

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Login

TAKE NOTE: This is the USERNAME & PASSWORD you setup when you created your TAS account.



Forgot your password? [Reset your password here](#)

Problems



If you are having problems with this system, feel free to contact via [Search and support](#)

Type in your username or email address into the first box, and then type your password into the second box.

Then click the **Login** button.

Training Administration System (TAS) Jolean Bloggs  0 Help 

Courses Available

All eLearning Courses and guides  All Classroom Courses 

Classroom Course Title	Date	Start	End	Location	Seats	Detailed Information
eNotes Overview	31-05-2023	09:00	10:00	Truro	3	Please choose a classroom course to view the Detailed Information. If space is available use the Add to Basket button.

[Next Page](#)

The TAS home page will display your full name in to top menu bar. Once logged in you can continue to book courses, complete online assessments, or view your study history in your profile.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=317>