# Digital Training Portal (TAS) - Reset my password

# How to reset my Digital Training Portal (TAS) password?

### Prerequisite

You must already have a registered Digital Training Portal (TAS) account before requesting a password reset.

• If you are logged in and want to change your password, please refer to the help guide <u>Digital Training Portal (TAS) - Update my profile.</u>

This guide is for Corporate or Authorised Private users only. All NHS Mail (@nhs.net) user accounts are linked to NHS Mail for authentication.

### Change your password

If you have forgotten your portal password, you can change your own password. Open the portal entry page (<u>https://elearning.cornwall.nhs.uk/entry</u>)

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NHS	۵ ۱

## **Cornwall NHS Digital Training Portal**

#### Please read:

If you do not have an NHS Email address, you can use the Other Email button, but you must first have had your non-NHS Email address supplied and approved.

Click here for further details.

#### Login with:

NHS email (@nhs.net) address

Non NHS email address

#### New NHS Mail users:

Ensure you have logged into NHS Mail and your **account is active**, before trying here. Any issues with accessing NHS Mail, contact CITS Service Desk on 01209 881717. Most failures to login are because the email account is not active.

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Click the **Non NHS email address** button, this opens the Login page for Corporate and authorised private email address accounts.

## NHS

# **Cornwall NHS Digital Training Portal**

### Log in

Email
Enter your email
Password
Enter your password
I'm not a robot
Refresh
Log In
Forgotten Password Reset your password?
Corporate Register Don't have an account?

Click the **Forgotten Password -- Reset your password?** link, this will open the Reset Password screen.



Type in your Corporate or authorised private email address, then complete the Captcha.



Click the **Send Password Reset Request** button. A message informs you that if your email address is correct then you will receive emailed instructions.



Open your email application and click the link within the email titled **CITS Training Portal Password Reset**.



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Type in your new password into the Password and Confirm Password boxes, then click the **Change Password and Return to Login** button.

## NHS

# **Cornwall NHS Digital Training Portal**

### Log in

Email
Enter your email
Password
Enter your password
I'm not a robot reCAPTCHA Privacy - Terms Refresh
Forgotten Password Reset your password?
Corporate Register Don't have an account?

Type in your Corporate or authorised private email address, enter your new password and complete the Captcha. Then click the **Log In** button.

You are successfully logged in, your full name will appear on the left menu bar.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=318</u>