

TAS - Reset my TAS password

How to reset my TAS password?

Prerequisite

You must already have a registered TAS account before requesting a new password.

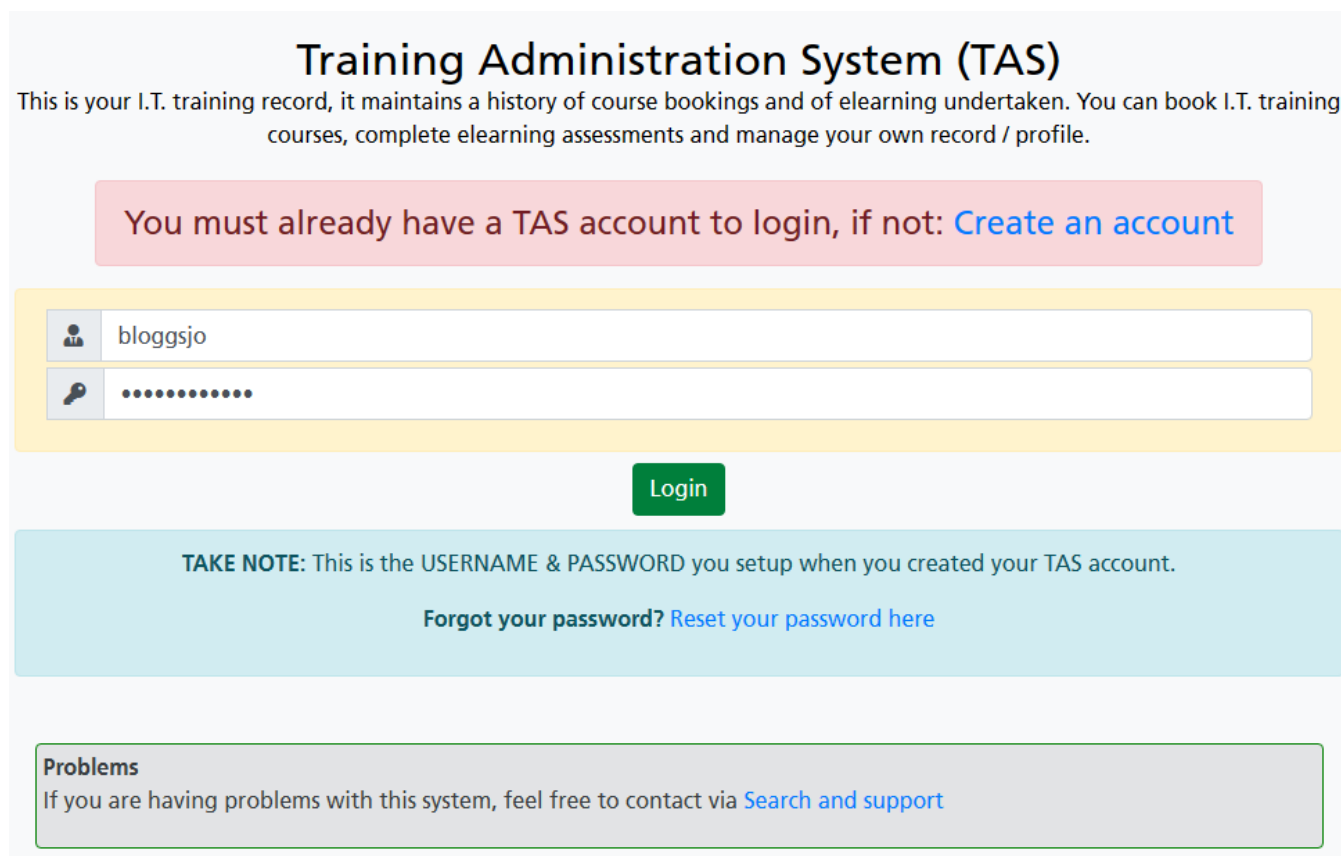
- If you do not yet have a TAS account, follow the help guide [TAS - Register for my account](#).
- If you are logged in and want to change your password, please refer to the help guide [TAS - Update my profile](#).

Request a new password

If you have forgotten your password, you can request a new password sent to you; for both the course booking or when completing an e-learning assessment the request method is the same as the TAS home page login however you will be returned to the course booking or the e-learning assessment. Open the **Login** drop list on the top menu bar

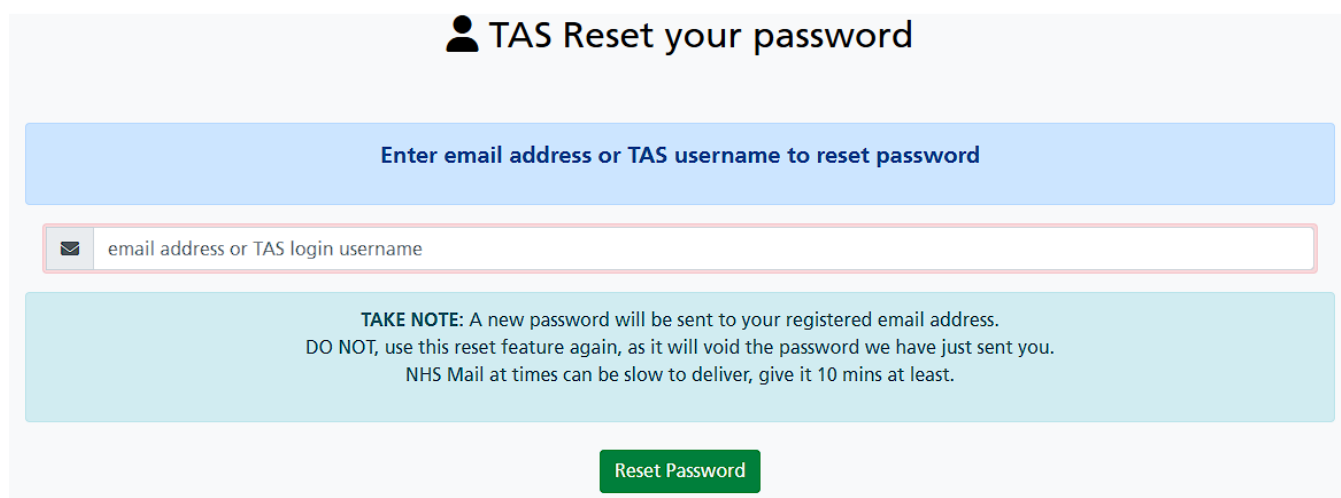
The TAS home page login is available by clicking the top Log In menu, then clicking the Log In option.

The TAS Login page opens



The screenshot shows the TAS login interface. At the top, the title "Training Administration System (TAS)" is displayed. Below it, a descriptive paragraph states: "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." A prominent pink message box reads: "You must already have a TAS account to login, if not: [Create an account](#)". The login form consists of two input fields: the first contains the username "bloggsjo" and the second contains a masked password ".....". A green "Login" button is positioned below the fields. A light blue note box contains the text: "TAKE NOTE: This is the USERNAME & PASSWORD you setup when you created your TAS account." followed by the link "Forgot your password? [Reset your password here](#)". At the bottom, a grey box titled "Problems" offers support: "If you are having problems with this system, feel free to contact via [Search and support](#)".

Next to the text Forgot your account password? Click the **Reset your password here** link to open the **TAS Reset your password** page.

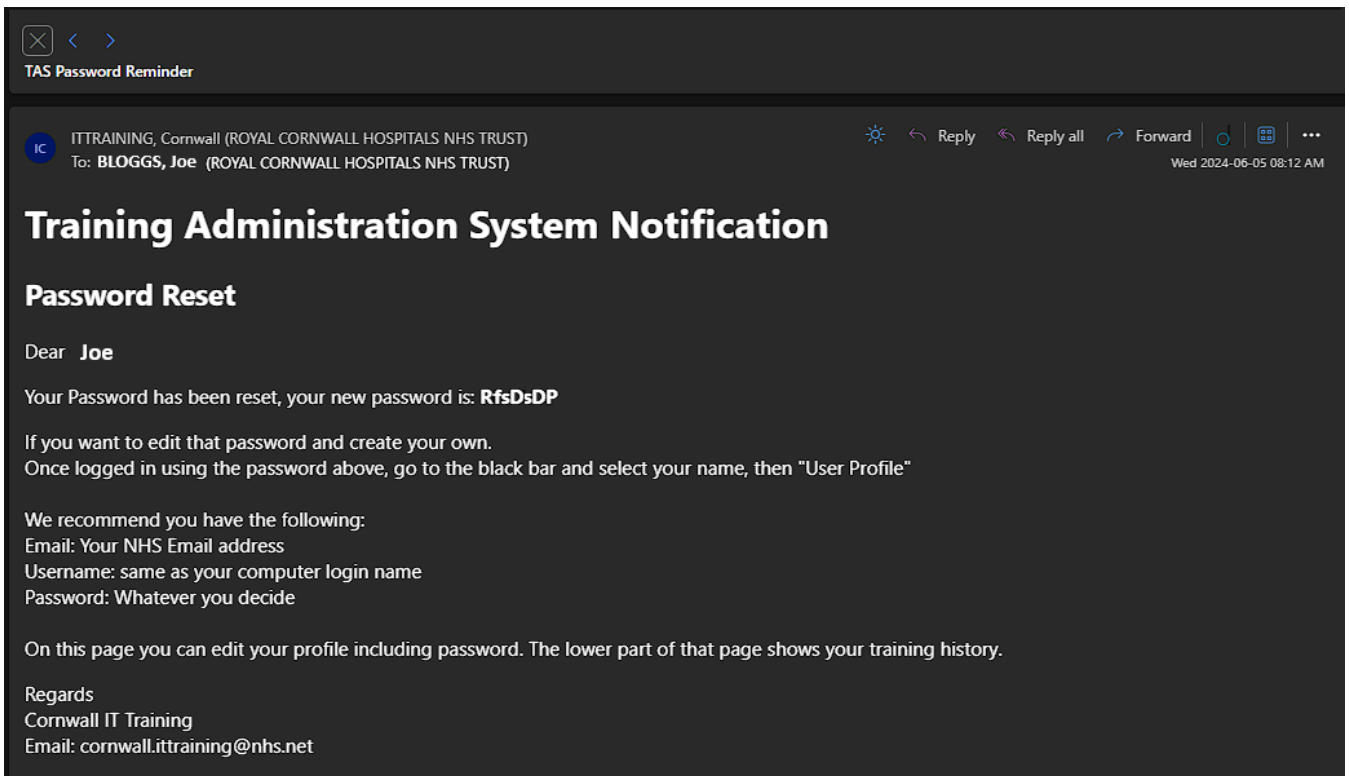


The screenshot shows the "TAS Reset your password" page. The title "TAS Reset your password" is centered at the top. Below it, a blue instruction box says "Enter email address or TAS username to reset password". A text input field contains the placeholder text "email address or TAS login username". A light blue note box provides instructions: "TAKE NOTE: A new password will be sent to your registered email address. DO NOT, use this reset feature again, as it will void the password we have just sent you. NHS Mail at times can be slow to deliver, give it 10 mins at least." A green "Reset Password" button is located at the bottom of the page.

Type your registered TAS username or your email address into the box

Click the **Reset Password** button.

You will receive an email to your registered email address containing your temporary password.



ITTRAINING, Cornwall (ROYAL CORNWALL HOSPITALS NHS TRUST)
To: BLOGGS, Joe (ROYAL CORNWALL HOSPITALS NHS TRUST)

Wed 2024-06-05 08:12 AM

Training Administration System Notification

Password Reset

Dear **Joe**

Your Password has been reset, your new password is: **RfsD5DP**

If you want to edit that password and create your own.
Once logged in using the password above, go to the black bar and select your name, then "User Profile"

We recommend you have the following:
Email: Your NHS Email address
Username: same as your computer login name
Password: Whatever you decide

On this page you can edit your profile including password. The lower part of that page shows your training history.

Regards
Cornwall IT Training
Email: cornwall.ittraining@nhs.net

Return to the login page and type your username or email address into the first box. Type your password into the second box, then click the Login button.


Note: If this is a new unverified account you may be asked to verify your account. Follow the instructions to verify using the help guide [TAS - Register for my account](#) before continuing.

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

Changing your temporary password


Click your name on the top menu bar to open the drop list.

Click the User Profile option to open your profile.

System (TAS) Joe Bloggs ▾ Basket 

TAS User Profile

Update your profile before continuing

Title	Mr ▾		Speciality	This Is My Speciality	
Other title	Other title		Location	This Is My Location	
Email address	joe.bloggs@nhs.net		Job	This Is My Job Role	
Password	password	retype password	Care Group	Corporate ▾	
Full Name	Joe	Bloggs	Trust	RCHT ▾	
Username	BloggsJoe		Contact Number	0780 123 1234	
GMC / NMC	GMC / NMC registration Number		Manager Full Name	Mark	Brimson
DoB	07/09/1970 		Manager email address	m.brimson@nhs.net	

Are you a Postgrad Junior Doctor? Yes

Are you KernowFlex or Agency Staff? KernowFlex Agency

[Save](#) [Close](#)

Type a new, more memorable password into the password box and the retype password box.

Click the **Save** button to record your changes.

A confirmation will appear, click the close button.

You will receive an email informing you that your TAS account profile has been updated. Remember to use your new password the next time you log into TAS.

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