

# TAS - Reset my TAS password

## How to reset my TAS password?

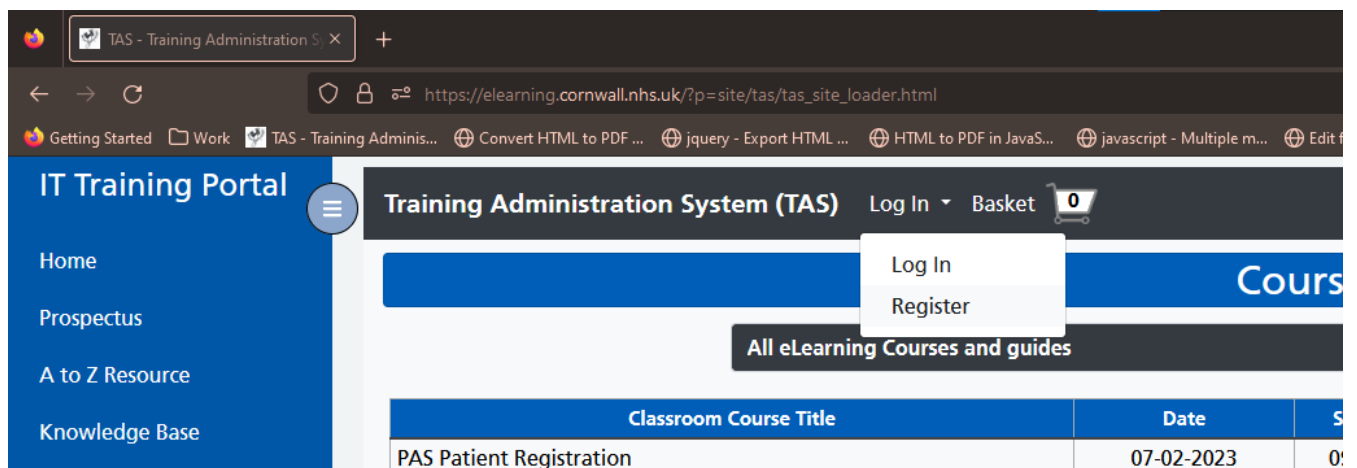
### Prerequisite

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 screenshot shows a web browser window displaying the TAS Training Administration System. The page title is "IT Training Portal" and the main header is "Training Administration System (TAS)". The navigation menu includes "Home", "Prospectus", "A to Z Resource", and "Knowledge Base". The main content area features a "Log In" dropdown menu with options for "Log In" and "Register". Below the menu 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:

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

## 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](#)

**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](#)

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

## TAS Reset your password

**Enter email address or TAS username to reset password**

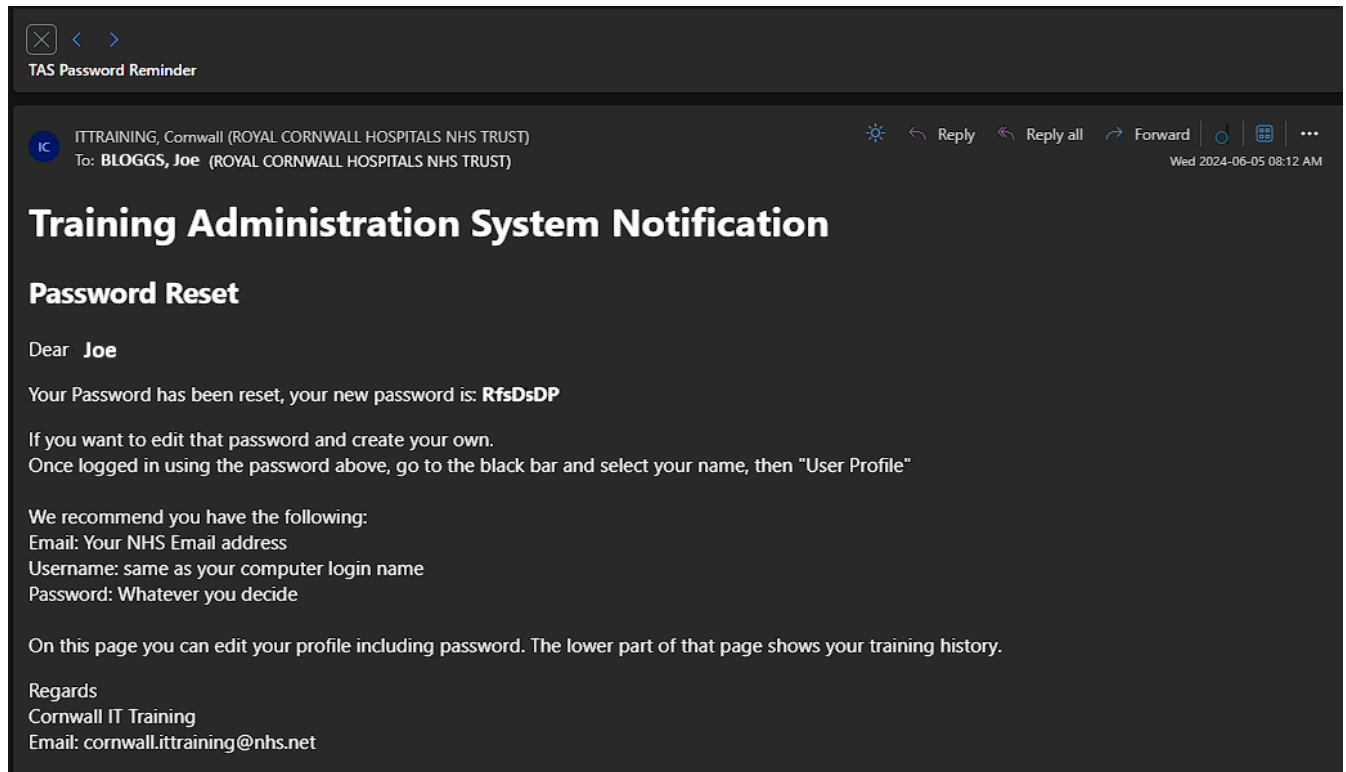
**TAKE NOTE:** A new password will be sent to your registered email address.  
DO NOT, use this reset feature again, as it will void the password we have just sent you.  
NHS Mail at times can be slow to deliver, give it 10 mins at least.

**Reset Password**

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.




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.

Training Administration System (TAS) Joe Bloggs ▾ Basket 

Log Out  
User Profile

All eLearning Courses and guides

Click the User Profile option to open your profile.

n 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.

**Success**

Your profile has been updated

[Close](#)

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>