

TAS - How to login

How to log into my Training Administration System (TAS) account

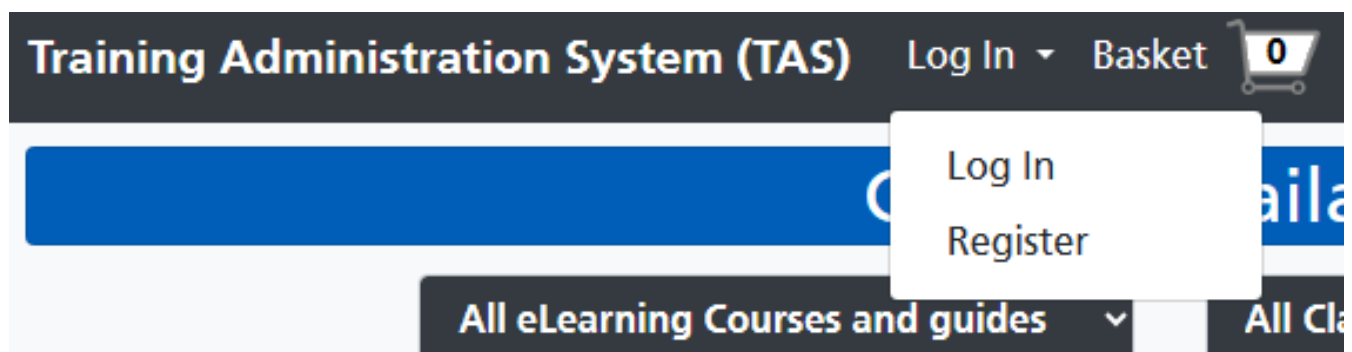
Prerequisite

This guide is for users with a verified TAS 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](#).
- If you need to create your account please refer to the help guide [TAS - Register for my account](#).

Login to your 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.

The screenshot shows the TAS login interface. At the top, it says "Training Administration System (TAS)" and provides a brief description of the system. Below this is a pink box with the text: "You must already have a TAS account to login, if not: [Create an account](#)". The login form consists of two input fields: the first for the username (containing "bloggsjo") and the second for the password (represented by dots). A green "Login" button is positioned 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" offers a link to "Search and support".

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

Then click the **Login** button.

The screenshot shows the "Courses Available" page. The top navigation bar includes "Training Administration System (TAS)", the user name "Jolean Bloggs", a "Basket" icon with a "0" count, and a "Help" link. Below the navigation bar is a blue header for "Courses Available". Two dropdown menus are visible: "All eLearning Courses and guides" and "All Classroom Courses". A table lists available courses with columns for "Classroom Course Title", "Date", "Start", "End", "Location", and "Seats". A "Next Page" button is located below the table. To the right of the table is a "Detailed Information" section with instructions on how to view more details and add items to the basket.

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.

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=321>