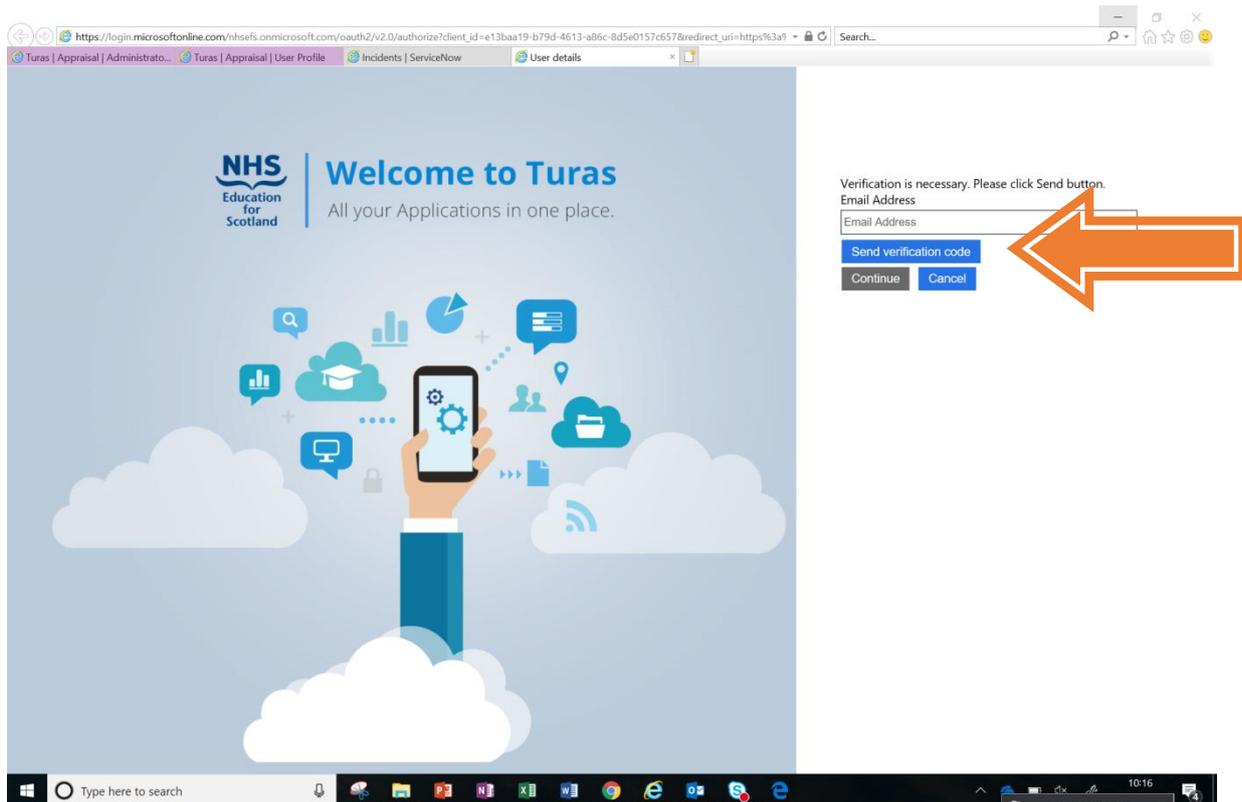


## Turas – Account Verification Process

1. Once you have requested access to your Turas account and received a Reset Password Link through your email, please click on the link within that email and follow the steps below.
2. You should be taken to the screen below. Please input your email address – this has to be exact. Once the email address is in, click on “Send Verification Code”

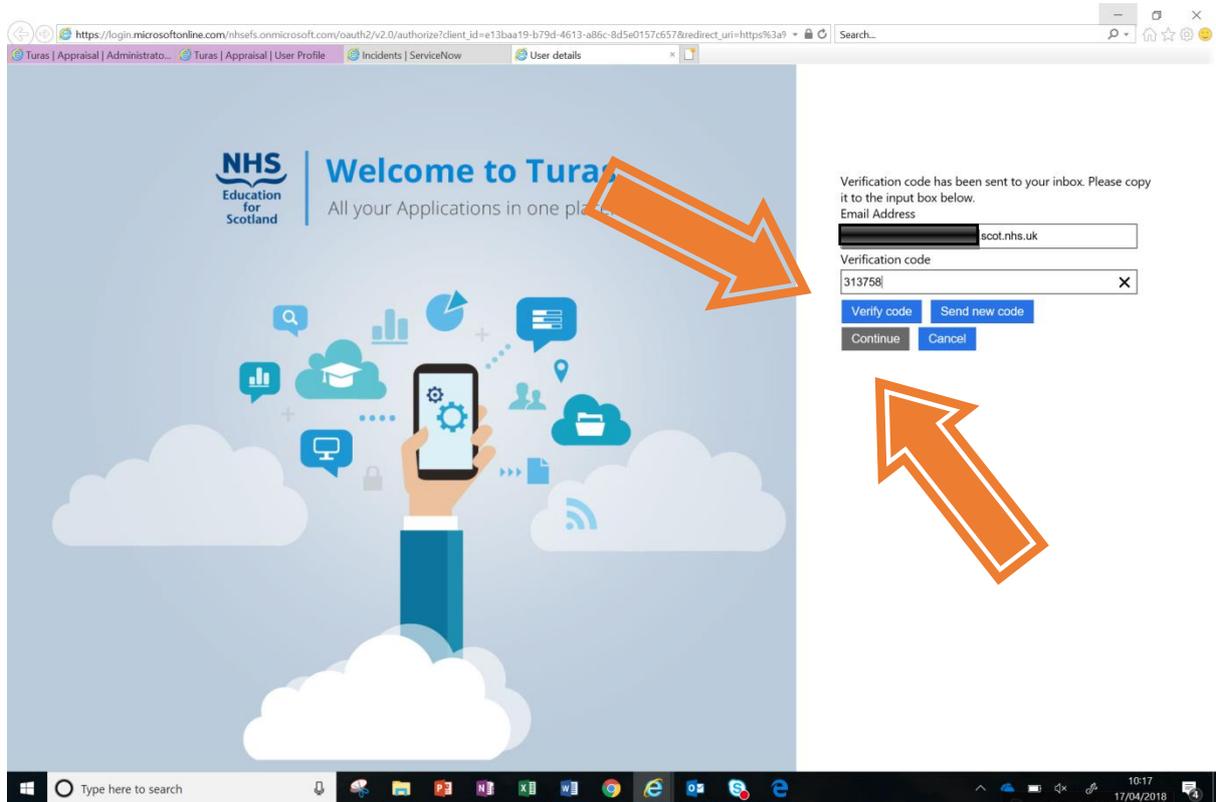


3. You will now be taken to the screen below. In the meantime the system has sent you a verification code to the email you typed in. Please leave the Turas page opened, until the code arrives, as this is where you need to input it back for verification.

**\*Please note the code may take several minutes to arrive so don't request another one if it doesn't arrive straight away\***

The screenshot shows a web browser window with the URL [https://login.microsoftonline.com/nhsfs.onmicrosoft.com/authorize?client\\_id=e13baa19-b79d-4613-a86c-8d5e0157c657&redirect\\_uri=https%3a%3a...](https://login.microsoftonline.com/nhsfs.onmicrosoft.com/authorize?client_id=e13baa19-b79d-4613-a86c-8d5e0157c657&redirect_uri=https%3a%3a...). The page features the NHS Education for Scotland logo and the text "Welcome to Turas" and "All your Applications in one place." Below this is an illustration of a hand holding a smartphone, surrounded by various icons representing different services. On the right side of the page, there is a verification code input section. It includes the text "Verification code has been sent to your inbox. Please copy it to the input box below." followed by an "Email Address" field containing "scot.nhs.uk" and a "Verification code" field. Below these fields are four buttons: "Verify code", "Send new code", "Continue", and "Cancel". The Windows taskbar at the bottom shows the search bar, several application icons, and the system tray with the time "10:16" and date "17/04/2018".

4. Once the code arrives, input that in the “Verification code” field and click on “Verify code” then “Continue”. See example below.



5. You will be taken to a screen below. Please click “Continue”.

https://login.microsoftonline.com/nhsfcs.onmicrosoft.com/... Search...

Turas | Appraisal | Administrato... Turas | Appraisal | User Profile Incidents | ServiceNow User details

**NHS**  
Education  
for  
Scotland

## Welcome to Turas

All your Applications in one place.

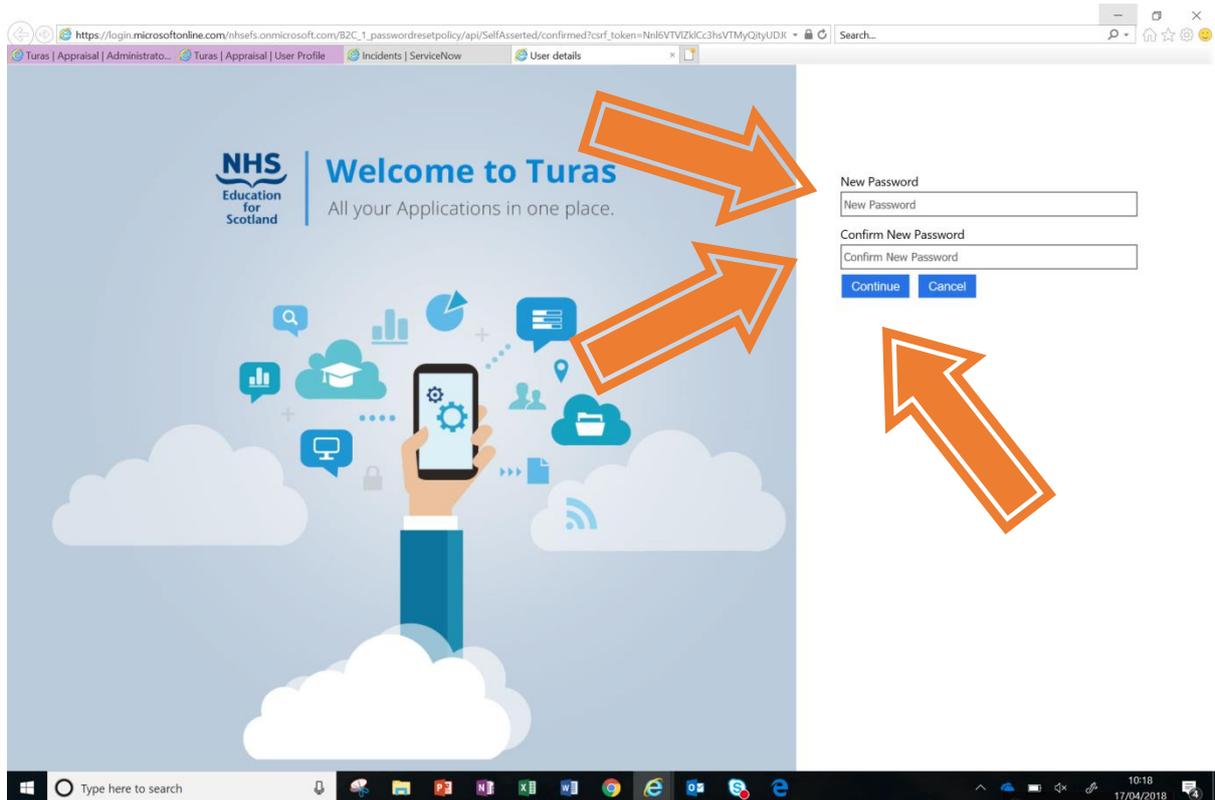
E-mail address verified. You can now continue.  
Email Address  
anne-marie.campbell@nes.scot.nhs.uk

Continue Cancel

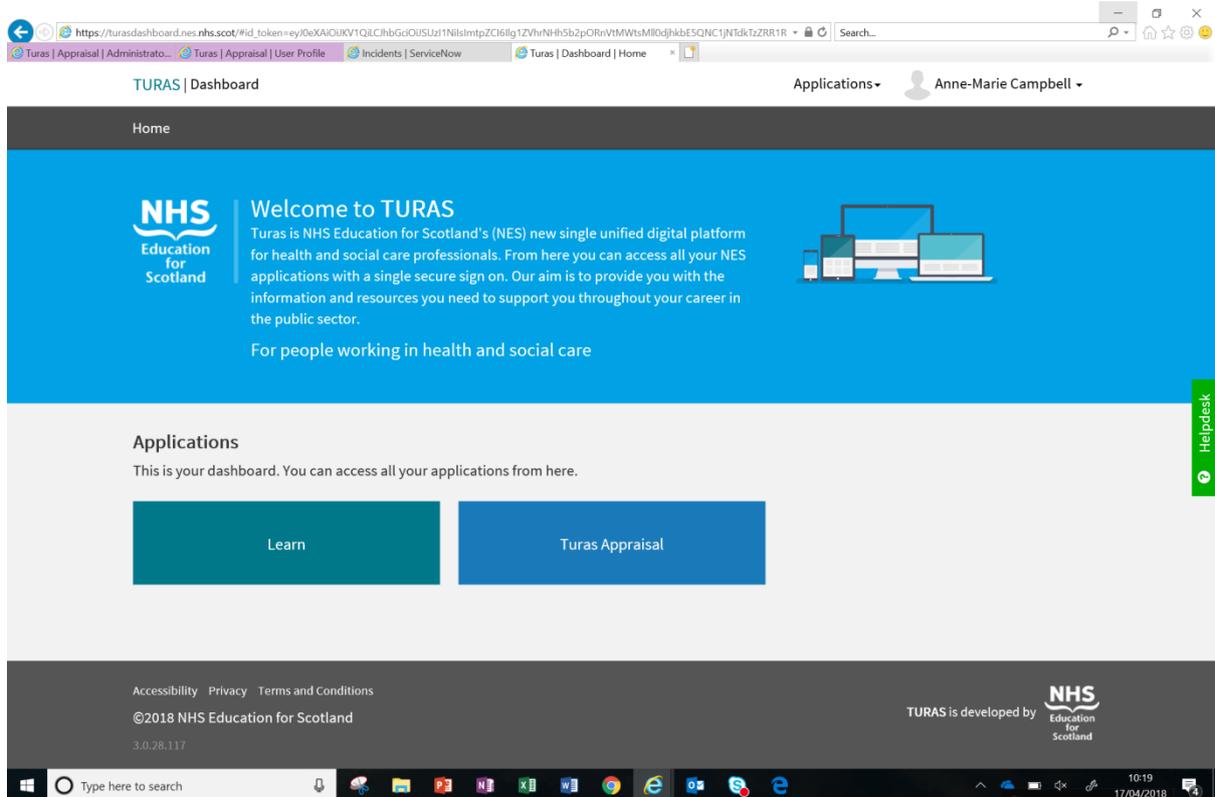
Type here to search 10:18 17/04/2018

6. The system will now let you create a new password. Think of a password that meets the following criteria:
- a) Is between 8-16 characters
  - b) Has at least one upper case
  - c) Has at least one lower case
  - d) Has at least one number

Type your password in “New Password” and then repeat in “Confirm New Password”, then select continue.



7. That is you successfully registered now, you will be taken to the screen below. You can sign in as normal from now on. Please go to <https://turasdashboard.nes.nhs.scot>



For any help please contact L&E Team on 0141 278 2700, Option 3 and at [LE.Support@ggc.scot.nhs.uk](mailto:LE.Support@ggc.scot.nhs.uk)