

Sharing your identity

20 mins

Approximate
time required

You will need to have the following ready:

Download and install the Microsoft Authenticator app on your phone. This is where your NHS Digital Staff Passport will be stored



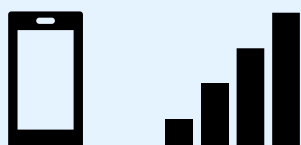
Microsoft
Authenticator



Set up your verified digital identity via a supported app (See user guide on setting up digital identity)



Access to your email account (to receive verification email)



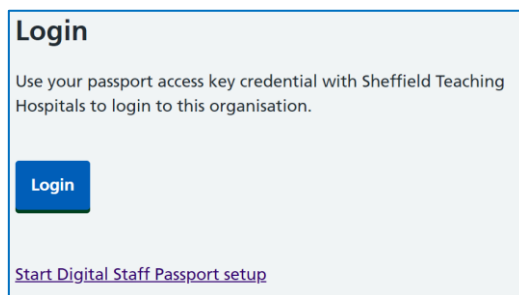
Mobile phone with network signal (to receive verification text message)



Access to a device that is connected to the internet (this can be your smart phone)

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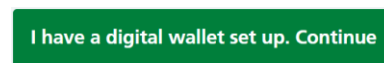
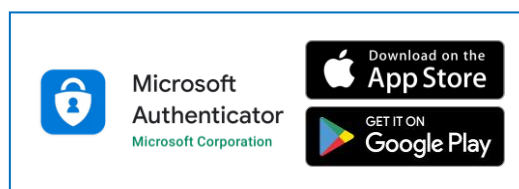
- 1 Access the NHS Digital Staff Passport employee portal, using the link for the trust you are joining
- 2 If you do not yet have an NHS Digital Staff Passport with the organisation, click the link labelled **Start Digital Staff Passport Setup**



- 3 Read and accept the terms and conditions, click **Continue**

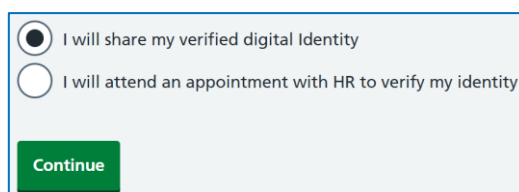


- 4 You will be prompted to download the Microsoft Authenticator App. If you haven't already installed this app, click the link to download and install from the relevant app store.



Once installed, click **I have a digital wallet set up. Continue**

- 5 Select whether you intend to verify your identity using a digital identity app or whether you would prefer to attend a face-to-face appointment.



Once selected, click **Continue**

Note: if you choose to attend an appointment with HR, the team at the trust will contact you to arrange this. You cannot book an appointment via the portal.

You can continue to create your NHS Digital Staff Passport profile by following this guide from step 8

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- 6 If you have chosen to share your verified digital identity, you will be prompted to scan a QR code using your digital identity app (**Yoti** or **Post Office EasyID**).

Scan the QR code using the app to proceed or click the link on the page if using a smart phone.

Note: If you have not already obtained your digital identity, this guide (insert link here) explains how.

- 7 Once the steps on the app have been completed, your browser will show the information that you are about to share with the trust.


If this information is correct, click continue to progress.

Note: If this information is incorrect, you should contact the trust recruitment team to arrange a face-to-face identity appointment

Step 1 of 2: Verify your identity with Sheffield Teaching Hospitals

You're about to share the following details from your verified digital identity

The information you're sharing includes:

Photo	
First name	JOSEPH
Last name	BLOGGS
Date of birth	01 JAN 1980
Gender	MALE
Nationality	British
Address	123 Street Avenue Derby DE1 2XY United Kingdom

- 8 Enter your email address and telephone number when prompted on the digital staff passport portal.

At each stage, a verification code will be sent to the address/number provided. Each code must be entered on the portal to continue.

Note: the verification code must be entered within 5 minutes of receipt

This code is valid for 5 minutes only.

Your 6-digit code

[▶ Not received your security code?](#)

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- 9 Your name and date of birth will be displayed, if this information is correct, click continue. If incorrect, contact the Trust recruitment team.

First name

Last name

Date of birth

For example, 15 3 1984

Day Month Year

01	01	1990
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- 10 Information about your employment type and status will be displayed. If this information is correct, click continue. If this information is incorrect contact the trust recruitment team.

Employment type

Temporary employee
▼

Employment status

New starter
▼

- 11 You will now receive a confirmation message that your details have been submitted to the receiving Trust.

Note: You will also receive a confirmation email

Sheffield Teaching Hospitals has now received your details.

You shared your information with Sheffield Teaching Hospitals.

You have completed all steps in this guide.

Your information has now been securely shared with the trust's recruitment team for verification.

You will receive an email detailing next steps once the recruitment team have completed their checks. This process can take up to 5 days to complete.