

1 Login and Log out

To **login to Talent studio** you will need the

- ✚ URL (internet address) <https://www.zynaphosting.com/nhs>
- ✚ Your Username
- ✚ Your Password

If you have not received your Username and password please contact the NHS London programme administrator by emailing leadingforhealth@london.nhs.uk

If you forget your password please contact the NHS London programme administrator by emailing leadingforhealth@london.nhs.uk

To log out at any time click the **Log Out button** on the top right of the Talent Studio page

1.1 Data protection policy

Read and tick to agree the Data Protection Policy and click **login** to Talent Studio.

This is to protect all users of the system who will have to confirm that they have read and agreed to the data protection policy each time they login to Talent Studio.

1.2 Home page

This is your Talent Studio home page, where you will find information relevant to you and your participation in the programme.

2 My Account

Click **My Account** to view your details. Click **Edit** to add or update the information.

2.1 Change Password

Click **Change Password** to change your password. You should do this the first time you login to the system. Choose a memorable password and keep it safe.

3 My Details

Click **My Details** to view your personal information. Access to this information is strictly controlled. Full details of who can see what is given at the end of this guide.

3.1 Edit

Click **Edit** to add or update your personal information. Click **Save** to save your information or Click **Cancel** to abandon the edit process.

4 My Current position

	Click My Current Position to view the details of your current post or posts.
5	Portfolio
	Click Portfolio to view your uploaded documents and personal questionnaires.
	Add item
	Click Add item to upload a document (such as a CV or PDP) or add a text document.
	Select the Content type from the list and click Next to continue.
	Choose Text to create a text document or Upload to add an existing document.
	To create a Text document enter the information directly into the form.
	<p>If you wish everyone who has access to the system to be able to read the text document, tick the Public box. To allow your manager access to the file, tick Read and Modify as appropriate.</p> <p>Leave these boxes blank if you want the text document to be private (only accessible by you). .</p>
	<p>To Upload an existing document, enter the information and click Browse to locate the file. If you wish everyone who has access to the system to be able to read the document, tick the Public box. To allow your manager access to the file, tick Read and Modify as appropriate.</p> <p>Leave these boxes blank if you want the text document to be private (only accessible by you).</p>
	Document search
	Click Document search to find documents on the system.
	5.1Requests
	Click Requests/Reviews to view any other questionnaires that you may be invited to complete.
	5.1.1Questionnaires
	In this section you will find the relevant questionnaires that you are asked to complete as you progress through the programme.
	(a)Career Mobility

	Click View to display the Career Mobility questionnaire. Click Edit to add or update the information. Click Save to save the information or Cancel to abandon the process.
	(b) Chief Executive/Sponsor Recommendation
	Click view to display the Chief Executive/Sponsor recommendation. This page will be input to by your Sponsor. There is no edit button. You have access to read this.
	(c) Personal Aspirations
	Click View to display the Personal Aspirations questionnaire. Click Edit to add or update the information. If you would like to select more than one option from the drop down list hold control while using the mouse to pick the various options available. Click Save to save the information or Cancel to abandon the process.
	(d) Tracking Progress
	Click View to display the Tracking Progress Questionnaire . Click Edit to add or update the information. Both you and your manager have write access to this questionnaire but neither of you can alter what each of you has entered. You cannot type directly into the boxes. Click the button to display the Add Comment Box. Enter your comments in the text box against the relevant progress items. Click Save to save your comments or Cancel to abandon the process. Your comments will be time and date stamped together with your name once you click Save at the bottom of the questionnaire.
	5.1.2 Development Activities
	This is where you will find the relevant activities that will take place on the programme.
	Development Activity
	Click View to display the various activities that will take place during the programme. Click Edit to add or update the information.
	KSF Profiles
	Click View to display KSF post profile. Click Edit to add or update the information. Note that you should fill the KSF profile that represents the position above the one you currently hold.
	5.1.3 Background Information
	(a) Additional Contact Information
	Click here to add any additional information. There is an opportunity here to upload your

	personal assistant details.
	(b) Experience
	Click here to input relevant experience within the NHS and outside.
	(c) Qualifications
	Click View to display the Qualifications questionnaire. Click Edit to add or update the information. Click Save to save the information or Cancel to abandon the process.
6	My Team (for Sponsors only)
	This section does not require input from participants. Sponsoring managers will be able to view their applicants as 'my team'. Click My Team to access the details of the people you are managing.
7	To-Do Lists
	7.1 Reviews
	Click Reviews to display any appraisal questionnaires that you may be invited to complete. You will receive an email invitation to alert you when there are questionnaires to be completed.
	7.2 Objective Assessments
	Click here to display any additional questionnaires that you may be asked to complete.
	7.3 Requests
	Click Requests to display any requests that you will be sent.
8	Messages
	8.1 Inbox
	Click Inbox to display any messages that have been sent to you.
9	Information access
	The following tables list all the data fields in the system together with who has read and/or write access.
	9.1 My details

	<table border="1"> <tr> <th>Data Field</th><th>You</th><th>Your sponsor</th><th>Leading for health admin</th></tr> <tr><td>Title</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>First Name</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Last Name</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Date of Birth</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Gender</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Job Title</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Organisation</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Telephone</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Mobile Phone</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Email</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Personal Asst</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>PA Telephone</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>PA Email</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Address line 1</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Address line2</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Town</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>County</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Post Code</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr><td>Photo</td><td>r/w</td><td>r</td><td>r</td></tr> <tr><td>Disability</td><td>r/w</td><td>r</td><td>r</td></tr> <tr><td>Ethnicity</td><td>r/w</td><td>r</td><td>r</td></tr> <tr><td>Clinical Background</td><td>r/w</td><td>r</td><td>r</td></tr> </table>	Data Field	You	Your sponsor	Leading for health admin	Title	r/w	r	r/w	First Name	r/w	r	r/w	Last Name	r/w	r	r/w	Date of Birth	r/w	r	r/w	Gender	r/w	r	r/w	Job Title	r/w	r	r/w	Organisation	r/w	r	r/w	Telephone	r/w	r	r/w	Mobile Phone	r/w	r	r/w	Email	r/w	r	r/w	Personal Asst	r/w	r	r/w	PA Telephone	r/w	r	r/w	PA Email	r/w	r	r/w	Address line 1	r/w	r	r/w	Address line2	r/w	r	r/w	Town	r/w	r	r/w	County	r/w	r	r/w	Post Code	r/w	r	r/w	Photo	r/w	r	r	Disability	r/w	r	r	Ethnicity	r/w	r	r	Clinical Background	r/w	r	r
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	Function	r/w	r/w	r
	Sector	r/w	r/w	r
	Annual Budget	r/w	r/w	r
	Health economy population	r/w	r/w	r
	Number of Employees	r/w	r/w	r
	Contractual Status	r/w	r/w	r
	Comments	r/w	r/w	r
	Start Date	r/w	r/w	r
	9.3 Portfolio			
	9.3.1 Documents			
	Access	You	Your sponsor	Leading for Health administration
	Public	r/w	r	r
	Manager Read	r/w	r	
	Manager Write	r/w	r/w	
	Private	r/w		
	9.3.2 Sponsor Recommendation			
	Data Field	You	Your sponsor	Leading for Health administration
	Level	r	r/w	r
	Salary Band	r	r/w	r
	Function	r	r/w	r
	Sector	r	r/w	r
	Contractual Status	r	r/w	r
	9.3.3 Experience			
	Data Field	You	Your sponsor	Leading for Health administration

	Previous NHS Experience	r/w	r	r
	Previous Experience outside of the NHS	r/w	r	r
	Other relevant experience	r/w	r	r

9.3.4 Tracking Progress				
Data Field	You	Your sponsor	Leading for Health administration	
Key strengths for future role	r/w	r/w	r	
Development needs	r/w	r/w	r	
Key achievements	r/w	r/w	r	
Strategic and/or Operational challenges sought in next role	r/w	r/w	r	

9.3.5 Mobility				
Data Field	You	Your sponsor	Leading for Health administration	
Readiness to move	r/w	r	r	
Constraints	r/w	r	r	

9.3.6 Personal Aspirations				
Data Field	You	Your sponsor	Leading for Health administration	
Level	r/w	r	r	
Salary Band	r/w	r	r	
Function	r/w	r	r	
Sector	r/w	r	r	

9.3.7 Qualifications				
Data Field	You	Your sponsor	Leading for Health administration	
Educational	r/w	r	r	

	Professional	r/w	r	r
	Practitioner	r/w	r	r
	Development	r/w	r	r