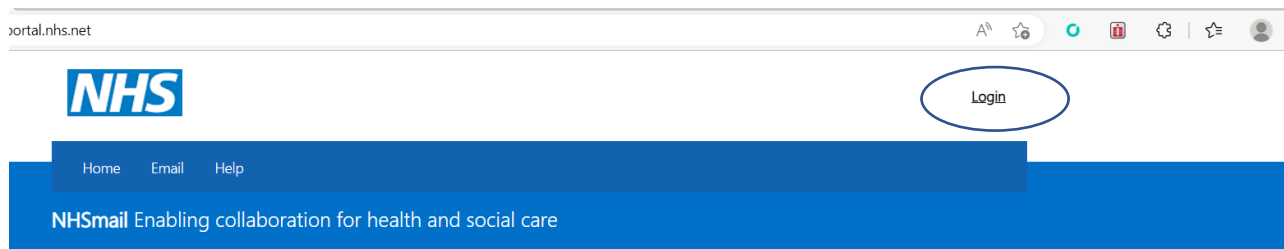


## HOW DOES THE EMAIL SYSTEM WORK WHEN MOVING PLACEMENTS

*i.e moving from a Trust placement to a GP Practice - to be complete within 30 days of commencing the new placement*

1. Sign into [WWW.NHS.NET](http://WWW.NHS.NET)
2. LOG IN

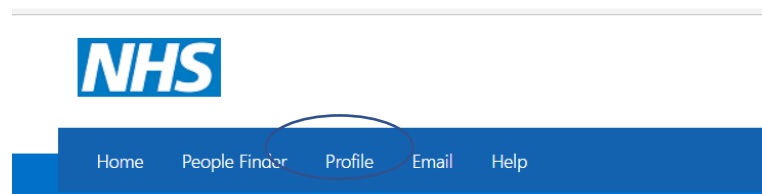


To use the NHSmail shared tenant services you must review and accept the [NHSmail Acceptable Use Policy \(AUP\)](#).  
No action is needed if you have already accepted the AUP.

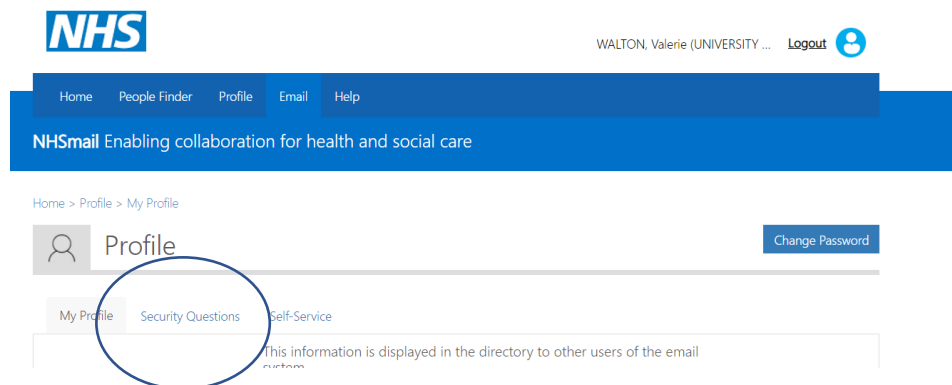
Sign in with your NHSmail account

☐ This is a private computer

3. Go to MY PROFILE




4. Then to SELF SERVICE



5. FROM HERE CHOOSE  
NOMINATE MYSELF AS A LEAVER

Home > Profile > My Profile

 Profile

[My Profile](#) [Security Questions](#) [Self-Service](#)

If you have a NHS Care Identity (Smartcard), you will be able to use this to access the NHSmail Portal, your emails, Microsoft Teams and other Office 365 applications via compatible web browsers. Use 'My Identity Portal' to register and link your NHS accounts.

[Link my NHS Accounts](#)

[Nominate Myself as Leaver](#)

Please note by submitting the self-service leaver/joiner nomination you agree to understand terms and conditions associated with it. Please refer guidance material [here](#).

6. THIS WILL THEN GIVE THE OPTIONS TO CHOOSE THE PLACEMENT YOU ARE LEAVING AND THE PLACEMENT YOUR ARE MOVING TO.


Find  
g o

### Self-service leaver/joiner nomination form

Please select reason for leaving\*

Select Reason For Leaving ▾

Please enter the tentative date of leaving\*

Select Date 

☐ Already Left

Please pick your new organisation.  
Complete this step only if you are aware of your new organisation name, if you are unsure please leave it blank

Select Organisation ▾

Please ensure you have selected all details as accurately as possible before submitting the request. These details will be used for approval purpose.

[Cancel](#) [Submit](#)

7. THEN SUBMIT