



The Leeds
Teaching Hospitals
NHS Trust

User Guide: How to access the Training Interface

Step 1 | Getting Started

1. Make sure that 5 working days have passed since you joined the Trust
2. Check you have a working NHS net email account
3. Visit <https://traininginterface.leedsth.nhs.uk/> and click Login on the top right of the screen



Step 2 Request a password reset

Click on the Password Reset Form link below the log in.

Log in

If you were registered as **Contracted Staff** with the previous Training Interface then you can login with the same email address and password. Otherwise your email address should have been pre-registered and you need to use the [Password Reset Request Form](#) to reset your password. If you are a **Junior Doctor** or **Non Contracted Staff** then your email address should have been pre-registered and you need to use the [Password Reset Request Form](#) to reset your password. If you have any difficulties logging in then please use the [Support Form](#) to raise a Support Ticket.

Email

Password

Log in

[Password Reset Request Form](#)

Step 3| Enter your details

Enter your registered email address – this will usually be your nhs.net one but check your ESR record to confirm. Once done, press submit.

Password Reset Request Form

Please enter your registered email address below. You will receive an email, sent to this email address, that contains a password reset link. Please paste this link in to your browser address bar, which will return you to the Password Reset Form were you can set a new password of your choice. If you have any difficulties logging in then please use the [Support Form](#) to raise a Support Ticket. It is recommended that you download and view the [How to reset your login password guide](#) if you experience any difficulties.

Email

Step 4| Go to your email inbox

1. Provided you have used a registered email address, you will then get a confirmation screen.
2. Check your inbox for an email from mandatorytraining.lth@nhs.net
3. If you don't receive this within 10 minutes, check your spam / junk folders
4. If it is in spam / junk drag it to your inbox
5. The reset link is only valid for 2 hours
6. You will need to copy and paste the link into your browser bar

Step 5| Reset your Password

Enter your email address and your chosen password, following the criteria below and click Reset

Reset Password Form

Please enter a password of your choice, in to the form below, that conforms to the minimum requirements. The minimum requirements for the password are that it is at least 8 characters long and contains at least, one uppercase, one lowercase, one non-alphanumeric, and one numerical character. Please note that when submitting this form if you get a message '**invalid token**' this is because the link in the Password Reset Email Notice is only valid for one day. It is recommended that your download and view the [How to reset your login password guide](#) if you experience any difficulties.

Email

Password

Confirm password

Step 6| Log in

You will get a screen which confirms the change has been made. Follow the [click here](#) to log in and you will then be back at the first page again.

Reset password confirmation

Your password has been reset. Please [click here to log in](#).

Trouble Shooting

It says my email address is not recognised

If you have joined the Trust within the past 5 days, please try again after this time has passed. If you have worked for the Trust for more than a week, please check your ESR record and confirm that you are using the email address registered on there, which is usually your nhs.net one.

If you have recently changed your email address, please contact us to check / update on your details

I've not received a password reset email / the link does not work

Please check your spam / junk folders and drag the email to your inbox. If you requested the password reset more than 2 hours ago, the link will have expired, and you need to request it again.

Help

If you have followed all the steps and are struggling to access the interface, you can either :

Submit a request for support from the home page on the interface

OR

Contact the training team on leedsth-tr.MandatoryTraining@nhs.net stating your full name, payroll number and a contact phone number, giving full details of the issue you are experiencing

We will respond within one working day

For access to any other system, please contact the IT helpdesk on 26655