

# Horus ePortfolio – Sending activation emails

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### A. Purpose

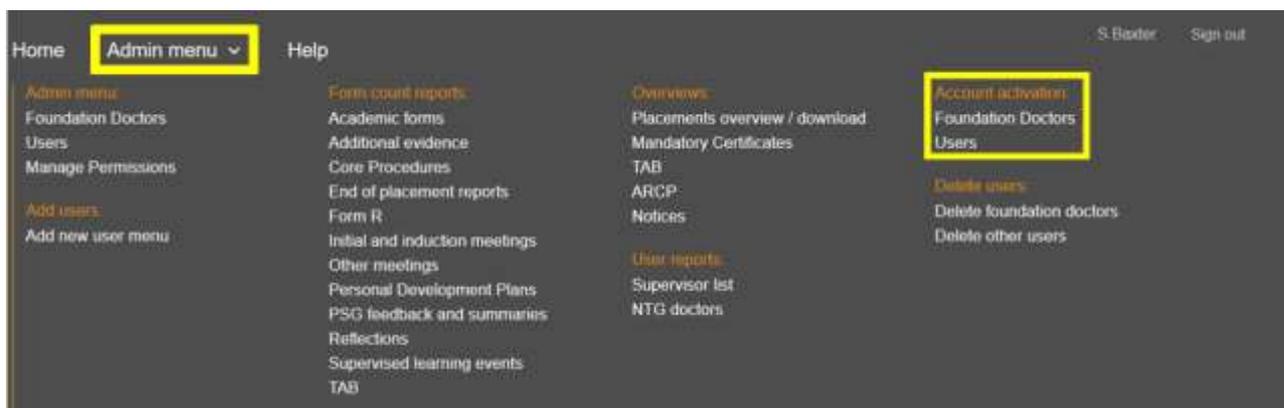
All registered users are able to activate their own account by following the [password recovery process](#).

However, administrators may wish to notify users that their account is ready for activation by using the “Account activation” process within Horus.

Here, administrators are able to send an email from Horus to relevant users that contains a link for them to click, where they will be asked to set up their password for Horus.

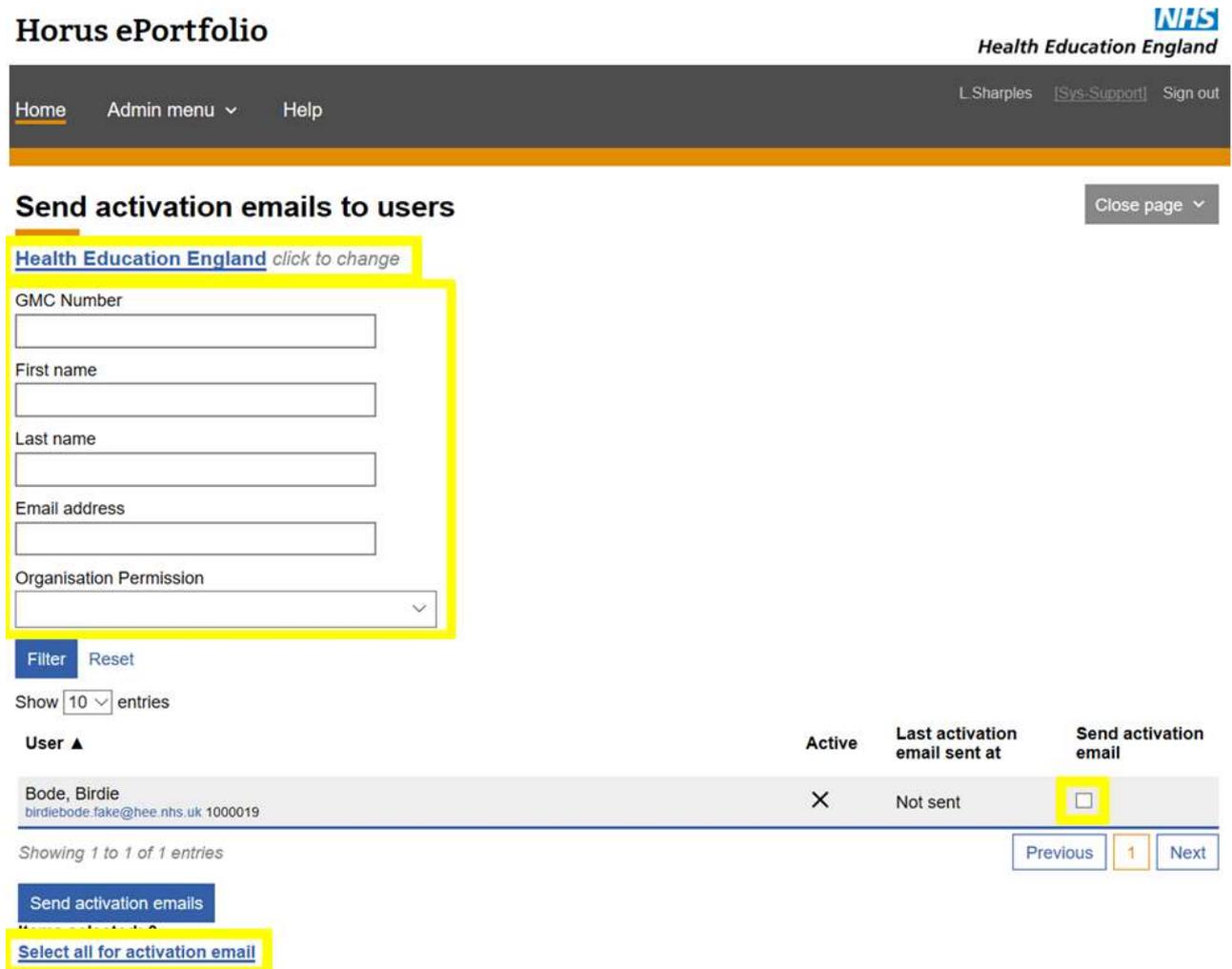
### B. Locating the “Send activation emails” pages

1. Click on “Admin menu”
2. Select either “Foundation Doctors” or “Users” from the “Admin menu” > “Account activation” sub menu



## C. Send activation emails page

1. Select the required organisation at the top of the page
  - This can only be at either trust or site level (that is, not at foundation school or HEE local office level)
2. Select your filters, if required
  - **Foundation/NTG doctors** can be filtered by grade (F1/F2, F1, F2) and training year (2019-20 / etc)
  - **Users** can be filtered by type (Admins/Trainers)
3. You can select all users, one specific user or as many users as required
  - Select all users by clicking the “Select all for activation email” link at the bottom of the list
  - Select a specific user/s from the list by ticking the box next to their name/s in the “Send activation email” column (the last column)
  - You can use the search box to filter for a specific user (found by selecting “Advanced filters” on the Foundation Doctors screen)



**Horus ePortfolio** NHS Health Education England

Home Admin menu ▾ Help L Sharples [Sys-Support] Sign out

### Send activation emails to users Close page ▾

Health Education England [click to change](#)

GMC Number

First name

Last name

Email address

Organisation Permission

Filter Reset

Show  entries

User ▲	Active	Last activation email sent at	Send activation email
Bode, Birdie <small>birdiebode.fake@hee.nhs.uk 1000019</small>	X	Not sent	<input type="checkbox"/>

Showing 1 to 1 of 1 entries Previous 1 Next

[Send activation emails](#)

[Select all for activation email](#)

4. There are number of activation status types:

Active	Last activation email sent at	Send activation email	Status	Further action
X	Not sent	Tick box available	Account not yet activated, no activation email sent	Send activation email
X	dd-Mmm-yyyy	Tick box available	Account not yet activated, activation email sent	Resend activation email
✓	Not sent	Tick box not available	Account activated, not using activation email	None required
✓	dd-Mmm-yyyy	Tick box not available	Account activated, using activation email	None required

5. To send activation emails, tick as many boxes in the “Send activation email” column as required and then select “Send activation emails”

**Send activation emails to users** Close page ▾

Hospitals NHS Foundation Trust click to change

Admins ▾

Select All

Name	GMC/Other ID	Email	Active	Last activation email sent at	Send activation email
Last name, First name		email@address.com	✓	Not sent	
Last name, First name		email@address.com	✗	13-Jun-2017 1...	<input checked="" type="checkbox"/>
Last name, First name		email@address.com	✗	13-Jun-2017 1...	<input checked="" type="checkbox"/>
Last name, First name		email@address.com	✗	13-Jun-2017 1...	<input checked="" type="checkbox"/>
Last name, First name		email@address.com	✗	13-Jun-2017 1...	<input checked="" type="checkbox"/>
Last name, First name		email@address.com	✗	13-Jun-2017 1...	<input checked="" type="checkbox"/>
Last name, First name		email@address.com	✗	13-Jun-2017 1...	<input checked="" type="checkbox"/>

6. Selected users will receive an account activation email from [noreply.horus@hee.nhs.uk](mailto:noreply.horus@hee.nhs.uk).

## D. Further information

1. Account activation emails can also be sent when you create a user manually, by selecting 'Yes' for the "Send activation email" field at the bottom of the "Add user" screen

**Add other user**

Title  
Please choose: \*

First name \*

Other names

Last name \*

Email \*

Other ID (e.g. NMC PIN) – optional

Send activation email \*

Yes

No

Save Changes

2. Guidance on how to activate an account and set or reset/recover a password is available on the [Horus support site](#):

- [How do I access my account for the first time?](#)
- [Why have I not received my activation email yet?](#)
- [How do I reset my password?](#)
- [I have forgotten my password](#)
- [How do I change my password?](#)