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)
4. There are number of activation status types:

<table>
<thead>
<tr>
<th>Active</th>
<th>Last activation email sent at</th>
<th>Send activation email</th>
<th>Status</th>
<th>Further action</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Not sent</td>
<td>Tick box available</td>
<td>Account not yet activated, no activation email sent</td>
<td>Send activation email</td>
</tr>
<tr>
<td>X</td>
<td>dd-Mmm-yyyy</td>
<td>Tick box available</td>
<td>Account not yet activated, activation email sent</td>
<td>Resend activation email</td>
</tr>
<tr>
<td>✓</td>
<td>Not sent</td>
<td>Tick box not available</td>
<td>Account activated, not using activation email</td>
<td>None required</td>
</tr>
<tr>
<td>✓</td>
<td>dd-Mmm-yyyy</td>
<td>Tick box not available</td>
<td>Account activated, using activation email</td>
<td>None required</td>
</tr>
</tbody>
</table>

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

6. Selected users will receive an account activation email from 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.

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?