# Turas Appraisal

## How to:-

Update personal details and add other Turas Applications
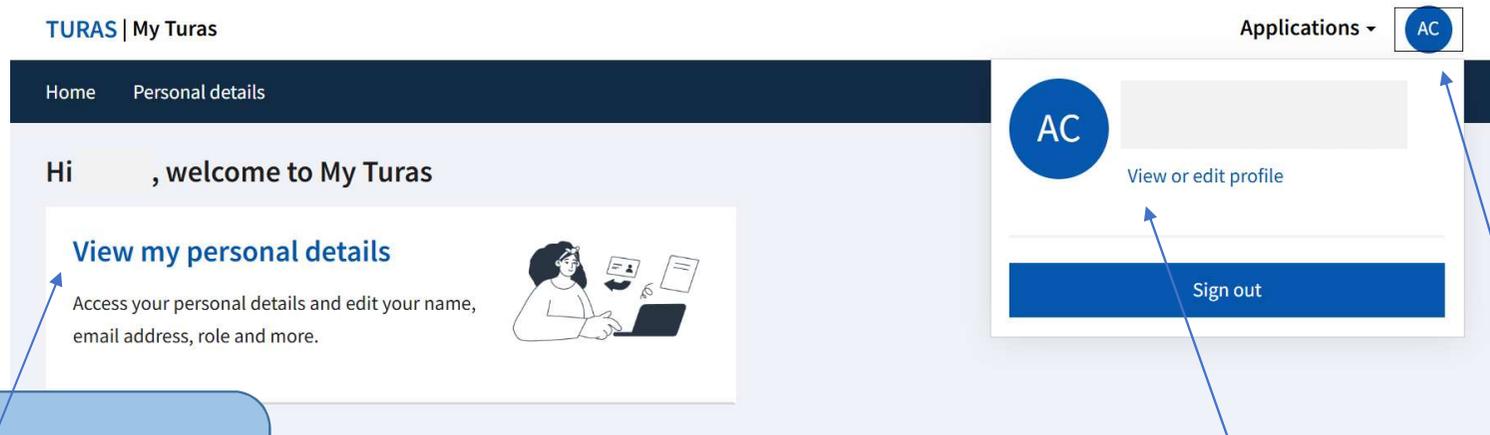
# TURAS Appraisal – Updating Personal Details

- Update your personal details including email address. You can do this by either:



Clicking 'View my personal details'

Or selecting your profile and clicking 'View or edit profile'.

# TURAS Appraisal – Resetting Password

- To reset your password, please click on the link [Forgot your password?](#) on TURAS Sign in page and follow the steps below. You should be taken to the screen below. Please input your email address – this has to be exact as your TURAS Appraisal username. Once the email address is in, click on "Send verification code"
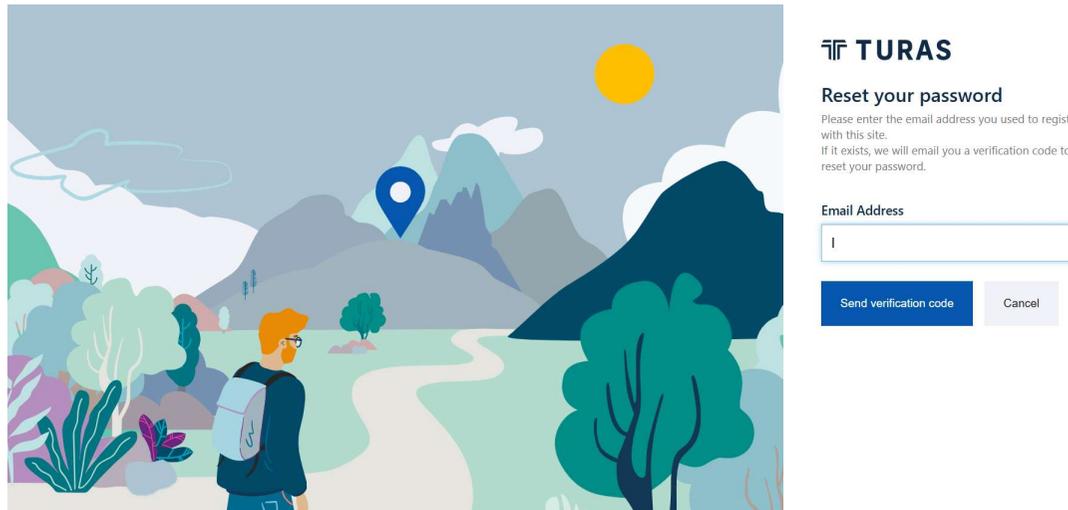
- You will now be taken to the screen below. In the meantime the system has sent you a verification code to the email you typed in. Please keep the TURAS page opened, until the code arrives, as this is where you need to input it back for verification.

*Please note the code may take several minutes to arrive so don't request another one if it doesn't arrive straight away*
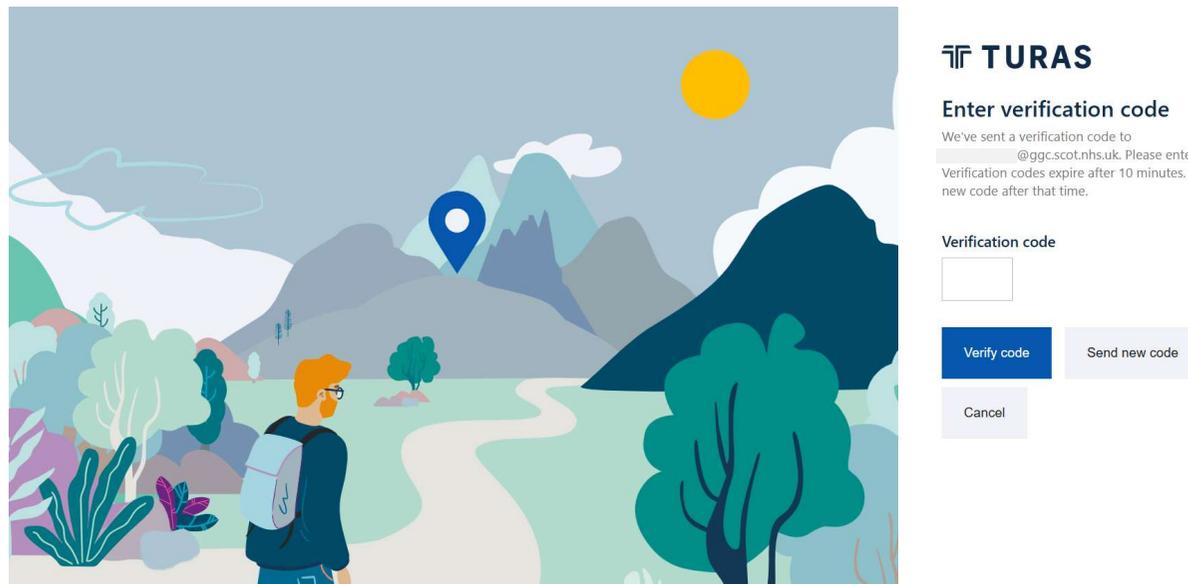
- Once the code arrives, input that in the "Verification code" field and click on "Verify code". See example below

- You will be taken to a screen below. The system will now let you create a new password. Think of a password that meets the following criteria:
  a) Is between 8 and 64 characters
  b) Has at least one lower case
  c) Has at least one upper case
  d) Has at least one number
  e) Has at least one special character (for example @#$%^&*)
  Type your password in "Password" field, then select "Continue ".
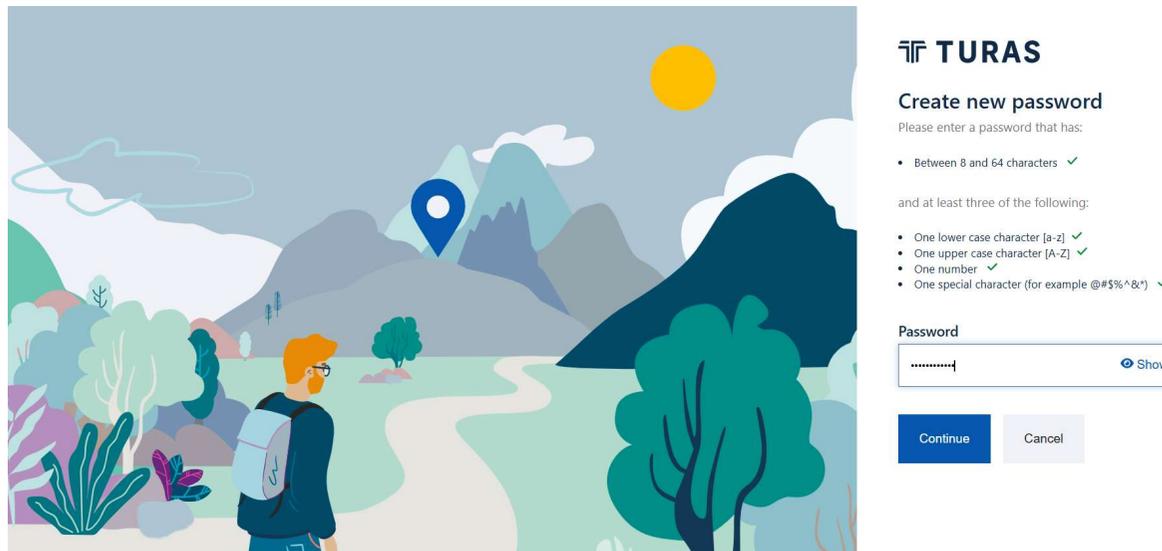
- Your password has been successfully reset and you will be taken to the screen below. You can sign in as normal from now on. Link to TURAS Sign in page: https://turasdashboard.nes.nhs.scot

# Adding other applications from the Turas platform

# Selecting and adding other applications