

Assessor Portal How to guide

1. Click on the below link to register to the assessor registration portal. You will need to register with your first name, email address and a password.
<https://nhs.assess.cappats.com/Account/Register>
2. Once registered, please complete the assessor registration form
3. Once you have completed the form, click “continue” to access the assessment events. Click on the locations you are interested in. You can select more than one location to show all events in preferred locations.

My Locations

Only events in areas you have subscribed to will be shown in the event month selection. Click on a location below to subscribe/unsubscribe to that location for event selection. If events exist for the selected location then the values in the event month selector will be adjusted to show that events exist for particular months.

LEEDS LEICESTER LONDON

4. Select January 2017 from the search filter to see all available dates for next year.

Find an event

Use the search bar to filter events that you are interested in by Name, Month, Year, and/or event type. The number of events that exist in any particular month are shown as a count associated with that month. Clicking on a month will load that month's events into the event list. Once in the list, clicking on an event will show the event details in the Event details and registration section.

by Name or Location January 2017 Select event type

Event month selection

January 6 February 7 March 9 April May June July August September October November December

5. Click on the month to view the available events:

Event month selection

January 6 February 7 March 9 April May June July August September October November December

Event name	Event Location	Start date	End date	Event Summary	Event Type
London NHS Graduate Management Training Scheme Interviews (23/01/2017)	London, Regus Citypoint	23/01/2017	23/01/2017	London NHS Graduate Management Training Scheme Interviews	Face To Face

6. Click on “Event Details and Registration” select the date you wish to assess and click “save”.

Event Details and Registration

London NHS Graduate Management Training Scheme Interviews (23/01/2017) London

Event Information
Closest tube station is Moorgate
London NHS Graduate Management Training Scheme Interviews

Address
Regus Citypoint
1 Ropemaker Street
London

January 2017

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Key to your dates of interest

- Registered
- Pending
- Withdrawn
- Approved
- Booked
- Reserved
- Declined

Save

7. Your events will be stored under “My Events”.
8. Once you have registered your interest for the events, we will send you further confirmation in the New Year.