



West Yorkshire Staff Bank

How do I sign up to the West Yorkshire Staff Bank? (with screenshots)

1. Make sure you are signed up to one of the temporary staffing banks at either:

- Bradford District Care NHS Foundation Trust
- Leeds and York Partnership NHS Foundation Trust
- South West Yorkshire Partnership NHS Foundation Trust

To do this, you will need to get in touch with the relevant bank staffing department, using the contact details below.

Bradford District Care NHS Foundation Trust

StaffBank@bdct.nhs.uk

01274 251116

Leeds and York Partnership NHS Foundation Trust

BankStaffingDepartment.lypft@nhs.net

0113 85 59900 (option 2)

South West Yorkshire Partnership NHS Foundation Trust

trustbank@swyt.nhs.uk

01924 316192

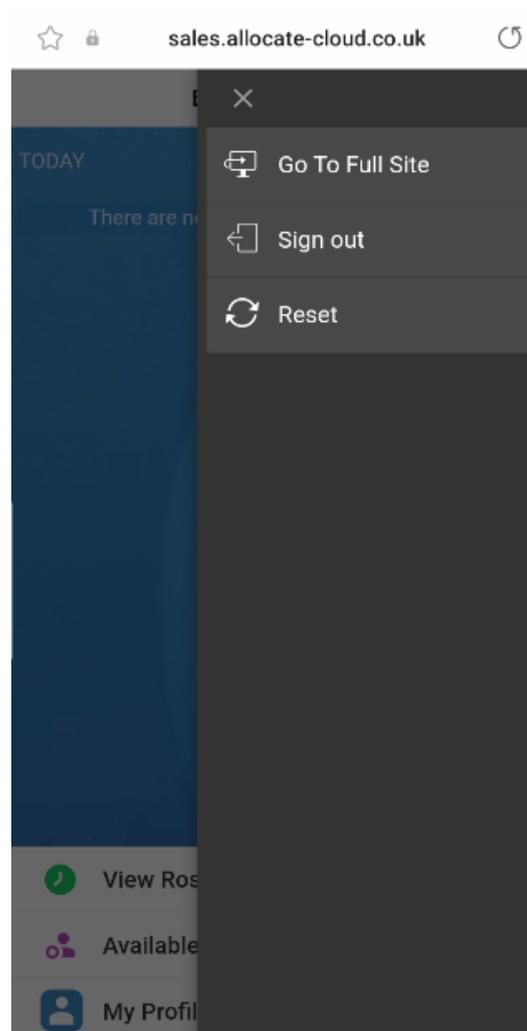
2. Log in to EmployeeOnline via the following links:

[Bradford District Care NHS Foundation Trust](#)

[Leeds and York Partnership NHS Foundation Trust](#)

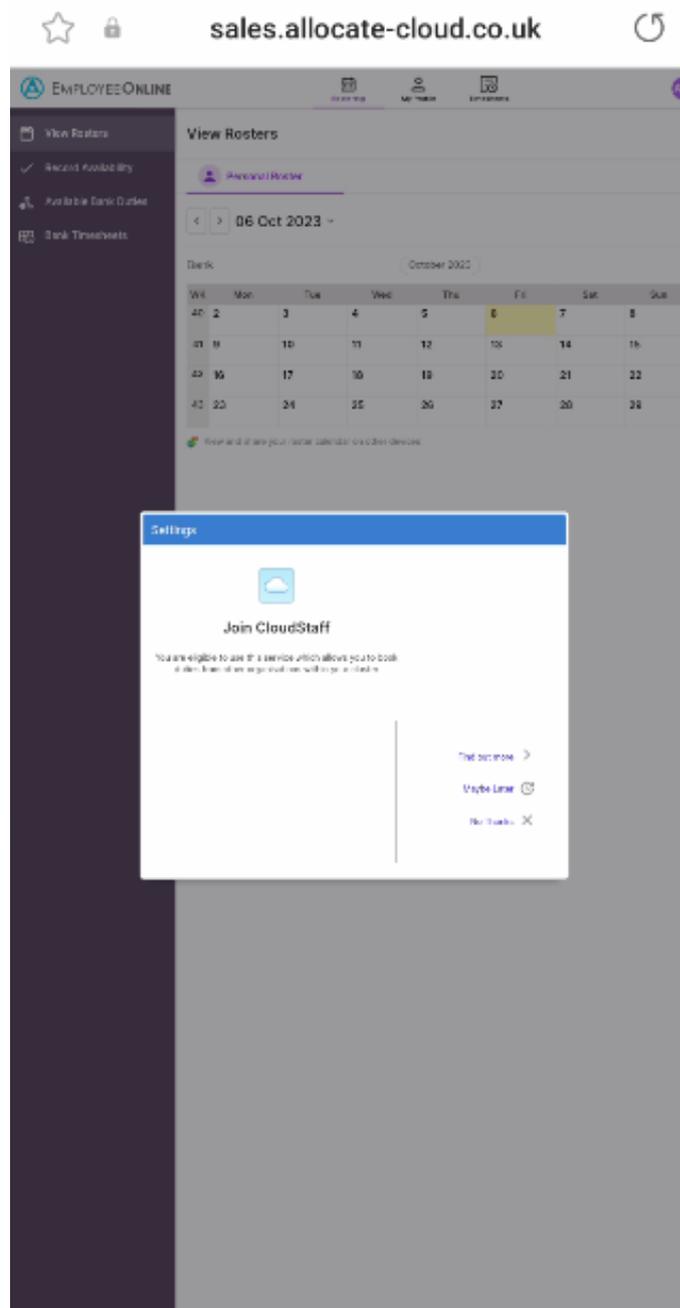
[South West Yorkshire Partnership NHS Foundation Trust](#)

If you're doing this on your mobile phone, you will need to make sure that you are accessing the full site. To do this, click the hamburger button to the top right of your screen and select 'go to full site'.



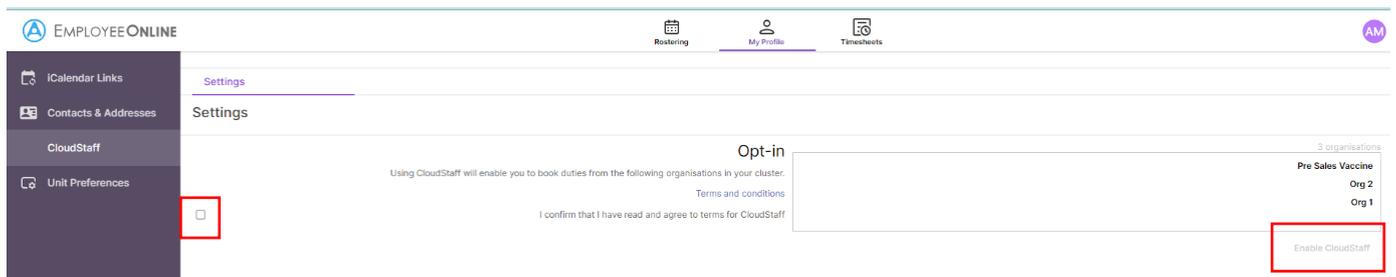
The West Yorkshire Staff Bank partners: Bradford District Care NHS Foundation Trust, Leeds and York Partnership NHS Foundation Trust and South West Yorkshire Partnership NHS Foundation Trust.

3. You will see a window pop-up inviting you to 'Join Cloudstaff', click 'find out more'.



The West Yorkshire Staff Bank partners: Bradford District Care NHS Foundation Trust, Leeds and York Partnership NHS Foundation Trust and South West Yorkshire Partnership NHS Foundation Trust.

4. Tick the box on the left to accept the Terms and Conditions and then select 'Enable CloudStaff'. This will allow you to see West Yorkshire Staff Bank duties.



The screenshot shows the 'EMPLOYEE ONLINE' interface. The left sidebar contains 'Calendar Links', 'Contacts & Addresses', 'CloudStaff', and 'Unit Preferences'. The 'CloudStaff' section is active, showing an unchecked checkbox. The main content area is titled 'Settings' and 'Opt-in'. It includes text: 'Using CloudStaff will enable you to book duties from the following organisations in your cluster.', 'Terms and conditions', and 'I confirm that I have read and agree to terms for CloudStaff'. On the right, there are three organisations listed: 'Pre Sales Vaccine', 'Org 2', and 'Org 1'. An 'Enable CloudStaff' button is located at the bottom right of the main content area.

5. You will then receive confirmation on-screen that you are part of the West Yorkshire Staff Bank and you will be able to start booking shifts via EmployeeOnline.