

How to find a Registered Translator

Guide to using the free-to-access online National Register of Public Service Translators

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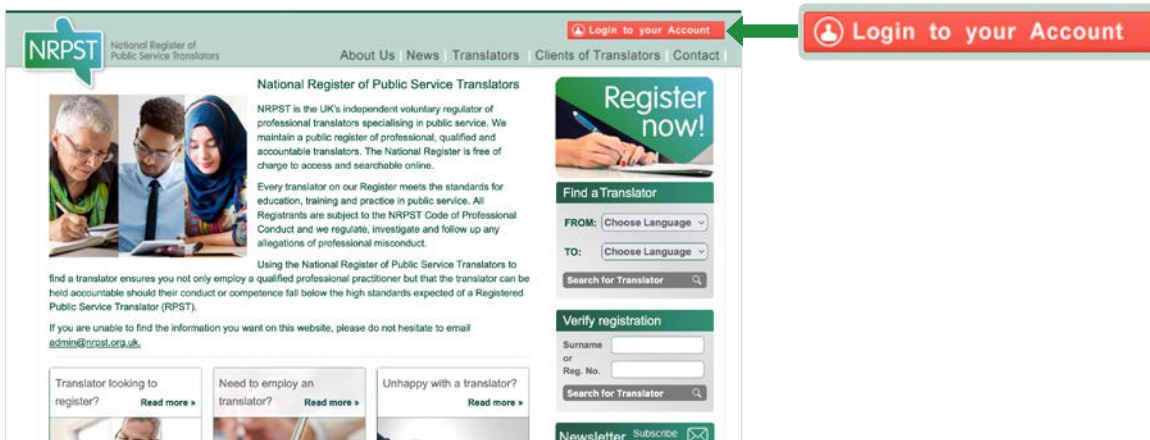
Step 1: Go to the NRPST homepage

<https://www.nrpst.org.uk>

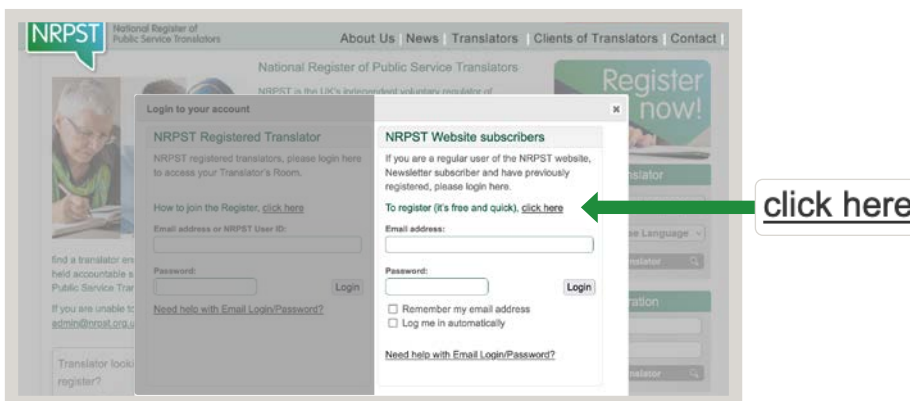
Step 2: Create an account

(Already got an account? Go to **Step 3: Log in** on page 3.)

Select the red 'Login to your Account' button in the top right-hand corner of your screen.



You should see this popup box.



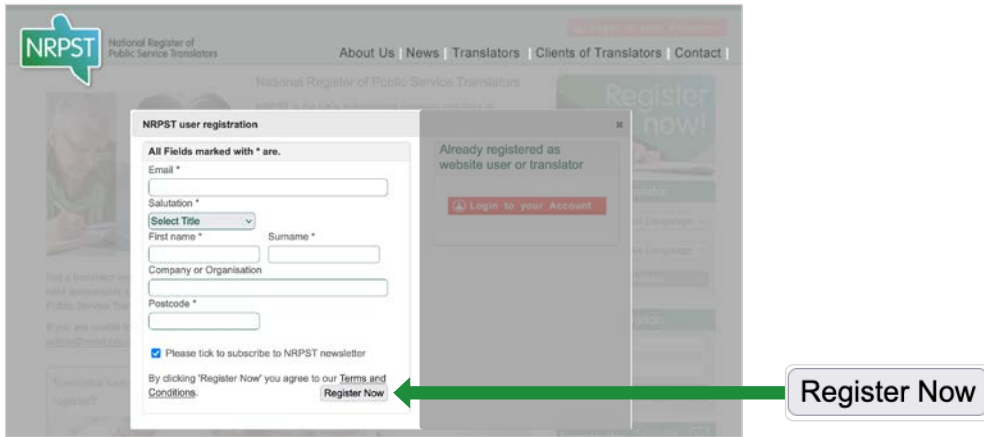
First-time users need to register a few details before searching the Register. It's quick, easy and **free** to do.

Select 'click here'.

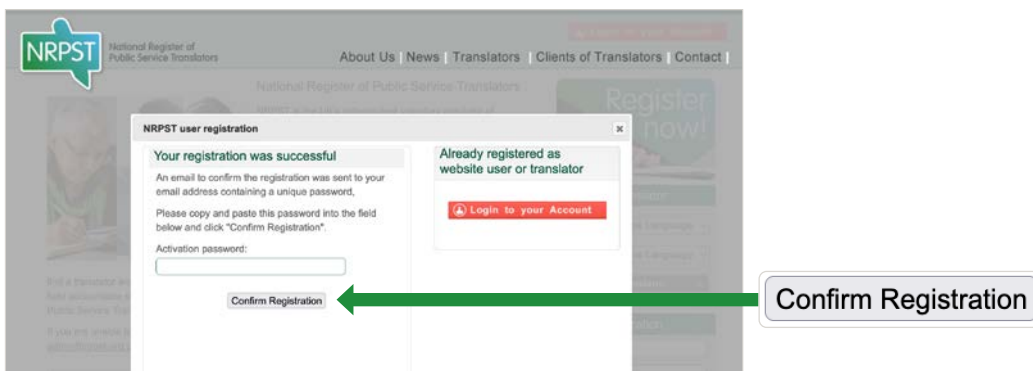
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You should see this popup box.

Complete the form with the required information and select the grey 'Register Now' button.

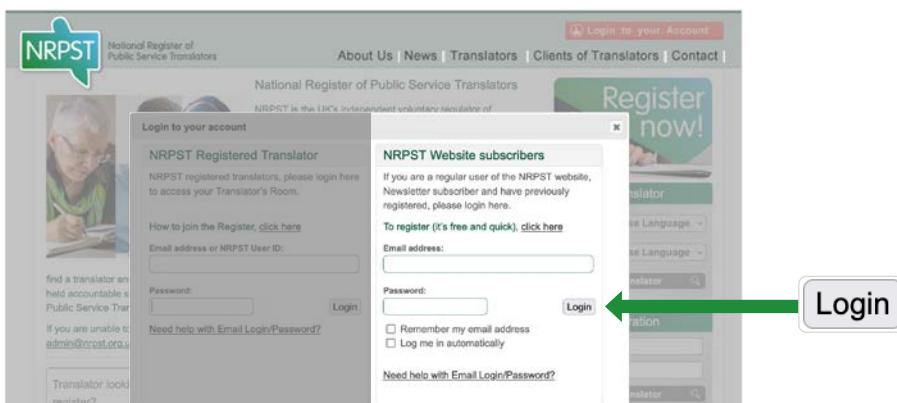


You will receive an email from admin@nrpst.org.uk with your unique confirmation password. Follow the emailed instructions to confirm your registration and input your unique confirmation password.



Once you have confirmed your registration, you can log in.

Log in under 'NRPST Website subscribers' with your email address and unique confirmation password and click the 'Login' button next to the 'Password' field. Once logged in, you can easily change your password to one that is more memorable.

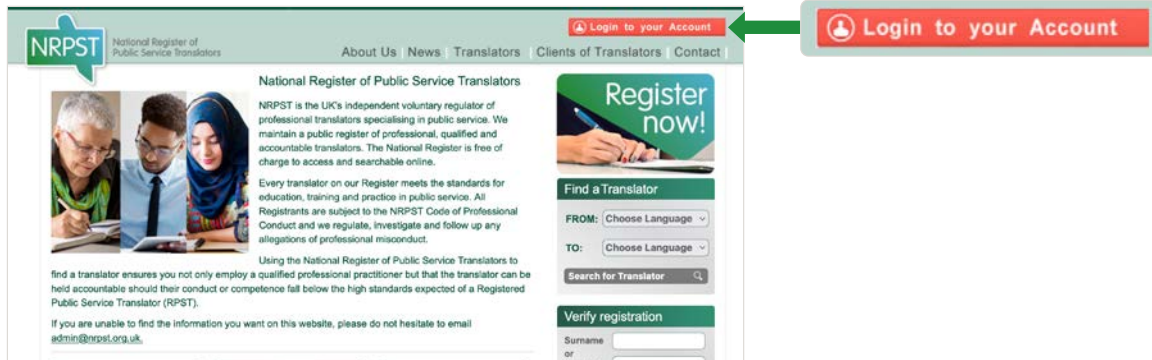


In future, you will only need to enter your login details once. You can also tick the box next to 'Remember my email address' and/or 'Log me in automatically' to streamline the login process.

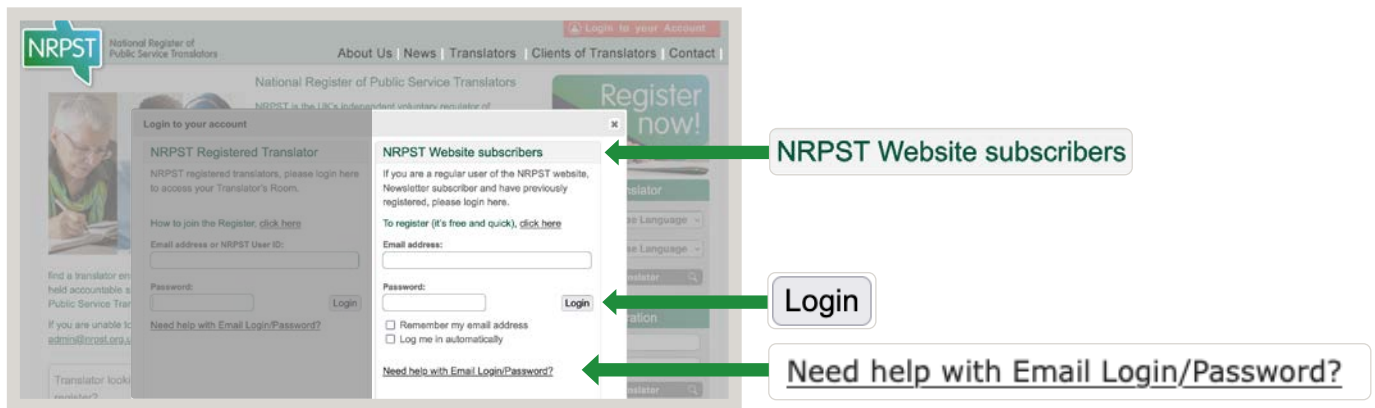
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Step 3: Log in

Select the red 'Login to your Account' button in the top right-hand corner of your screen.



You should see this popup box.

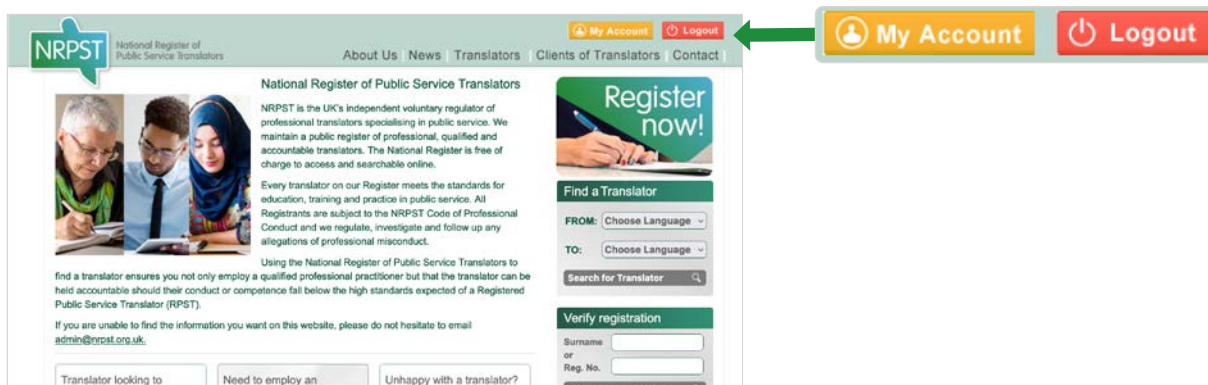


Log in under 'NRPST Website subscribers' using your email address and password and click the 'Login' button next to the 'Password' field.

Forgotten your login details? Click on the 'Needs help with Email Login/Password' link at the bottom of the popup box to receive an email reminder.

Step 4: Search the Register

Once you are logged in you will see a yellow 'My Account' and red 'Logout' button in the top right-hand corner of your screen. Webpages will otherwise look the same as when you aren't logged in.

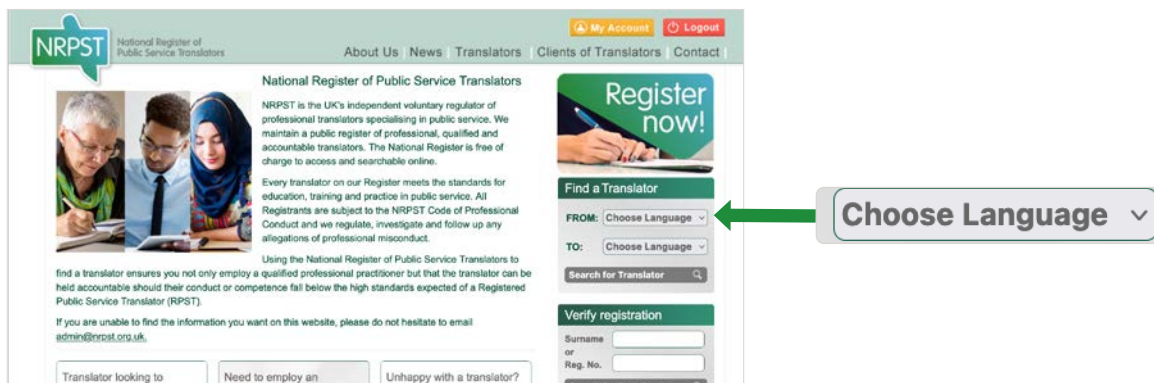


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Run your search using the 'Find a Translator' search bar on the right-hand side of the screen. No matter what page of the website you are on, you will see this search bar.



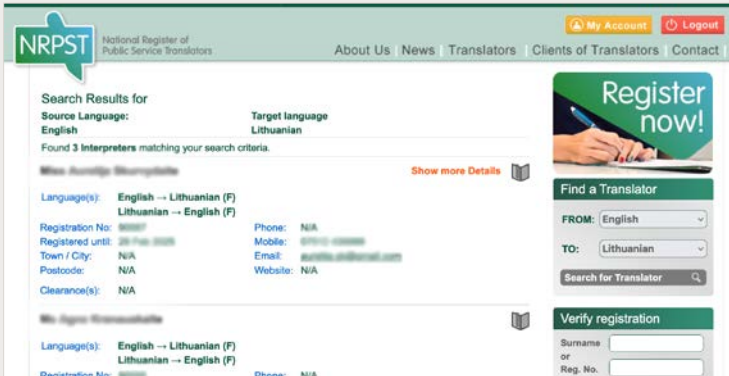
Select the language you are looking to translate 'FROM' and the language you are looking to translate 'TO' using the dropdown menus.



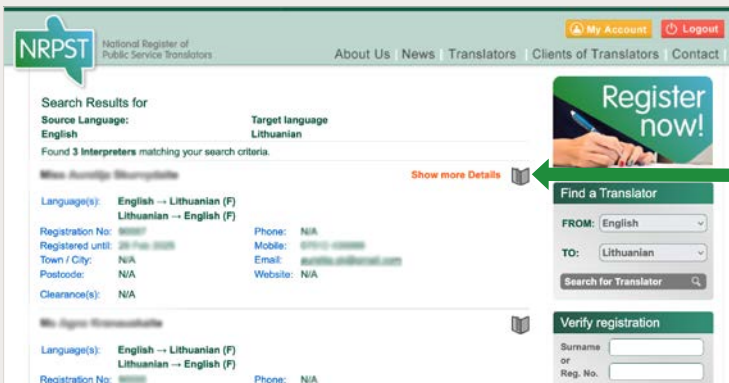
Note: You will need to enter both the language you wish to translate 'FROM' and the language you wish to translate this 'TO' to be able to run your search. These are required search fields.

Example of search results

In this example, the translation assignment involves translating written information from English to Lithuanian.

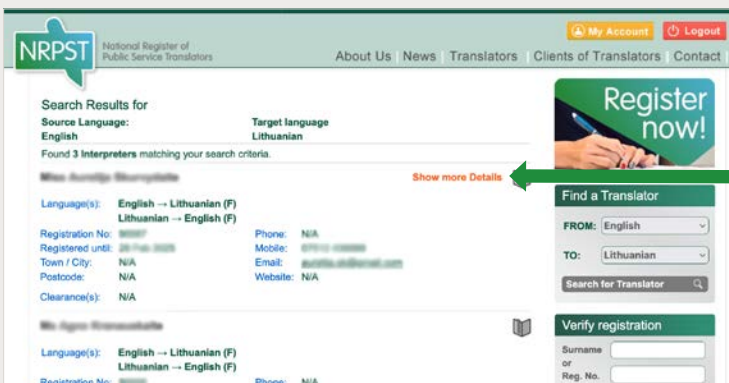


Click on the book icon to bookmark a translator's details for future reference.



Note: To view your bookmarks, select the yellow 'My Account' button and then 'Bookmarked Translators'.

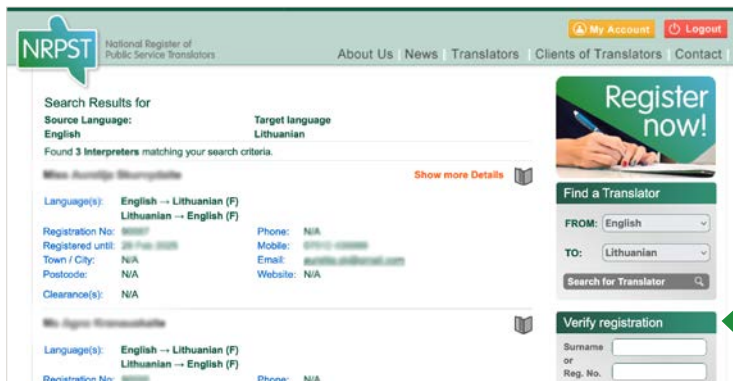
You also have the option of clicking on the 'Show more Details' link (orange text) wherever this appears against a translator's record to reveal further relevant information about their professional qualifications and experience.



How do I check a translator is registered?

You can verify whether a translator is registered by entering their surname or unique registration number into the 'Verify registration' section of the search bar that appears on every page of the NRPST website.

Note: You don't need to create an account or log in to verify a translator's registration.



Verify registration

Should you have any difficulties with using the online Register or have any updates for this guide, please email admin@nrpst.org.uk.