

ARC PEP – ACCESS FOR UNIVERSITY STAFF

PEP stands for *Placement Environment Profile* and is accessed via the Arc website. This is where university staff will be able to view details of students allocated to linked placement areas.

These guidelines cover staff across the Three Counties School of Nursing and Midwifery, and the School of Allied Health and Community, with a range of roles including:

- Zoned academics
- Link tutors
- Practice educators
- Academic assessors
- Uni Practice Link (independent sector)

Placement areas are referred to as *Hosts*.

LOGGING IN FOR THE FIRST TIME

Your ARC PEP username is your University of Worcester email address.

1. Open a web browser and type the web address into the address bar.
<https://worc.arcweboonline.com/pep/account/login>
Press the enter key.

Alternatively, visit the WBLSO ARC page at

www.worcester.ac.uk/placement-support

then follow the instructions below.

Click on the **For Placement Link Staff at the University** section

The screenshot shows the University of Worcester website. The top navigation bar includes the university logo, 'SEARCH COURSES', 'OPEN DAYS', 'STUDY', 'LIFE', 'ABOUT', 'RESEARCH', and 'CONTACT'. A search icon is on the right. Below the navigation bar is a 'Placement support' sidebar with three links: 'For students on placement', 'For staff in placement areas', and 'For placement link staff at the University' (highlighted in blue). The main content area has the heading 'Information for placement link staff at the University' and a sub-heading 'Guidance for University staff who are supporting specific placement areas across the Three Counties School of Nursing and Midwifery and the School of Allied Health and Community.' Below this is a paragraph explaining the page's purpose and a 'LOG IN TO PEP' button. Further down is a 'Help and support' section with a paragraph and a link 'How do I log in to PEP? (PDF available here shortly)'. The 'Request PEP access' section follows, with a paragraph and an email address 'wbiso@worc.ac.uk'.

Then click the **Log In to PEP** button:

The screenshot shows the University of Worcester website. The top navigation bar is identical to the previous screenshot. Below the navigation bar is a 'Placement support' sidebar with four links: 'For students on placement', 'For staff in placement areas' (highlighted in blue), 'For placement link staff at the University', and 'For placement link staff at the University'. The main content area has the heading 'Information for placement areas' and a sub-heading 'As a placement partner, you can access the ARC PEP tool for information about your student placement allocations.' Below this is a 'LOG IN TO PEP' button. Further down is a 'Help and support' section with a paragraph and three links: 'How do I log in to PEP? (PDF available her shortly)', 'How do I view the students allocated to my placement area? (PDF available her shortly)', and 'Access to PEP for Practice Facilitators (PDF)'.

2. To access your password, click the **Forgotten Password** link.



Username:

Password:

Log On

If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.

© ARC Technology Ltd 2019

ps://worc.arcwebonline.com/pep/Account/PasswordReminder

Route Planner Voice Staff Portal Home https://webmail.wo... OneDrive for Busin...



Password Reminder

Please enter your email address associated with your account on ARC.

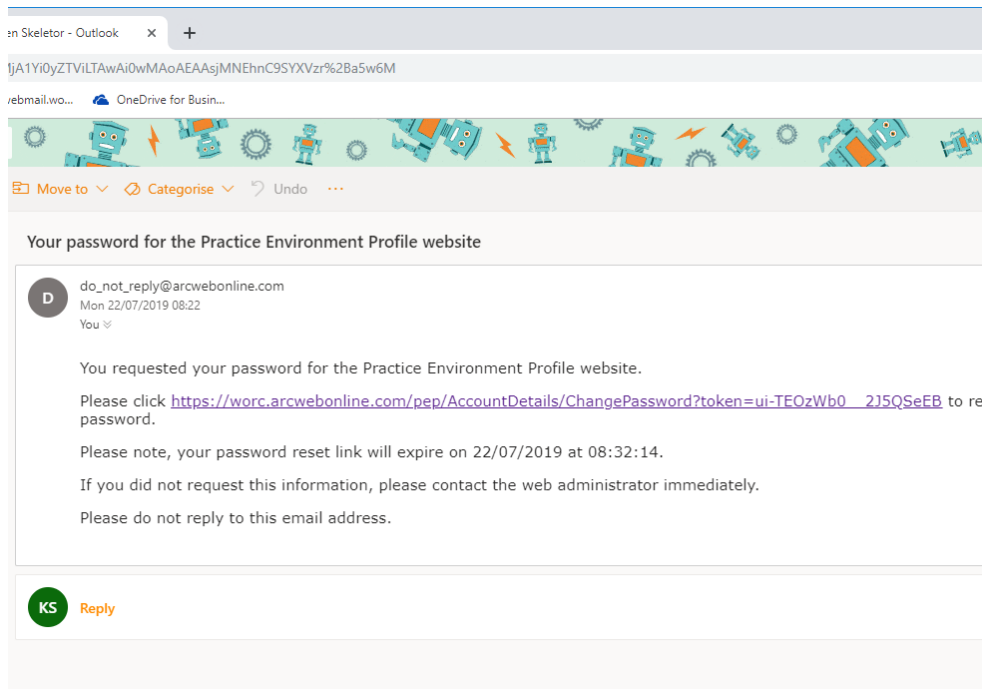
[Request](#) [Cancel](#)

After pressing the request button, the system will email your password to the email address you typed in.

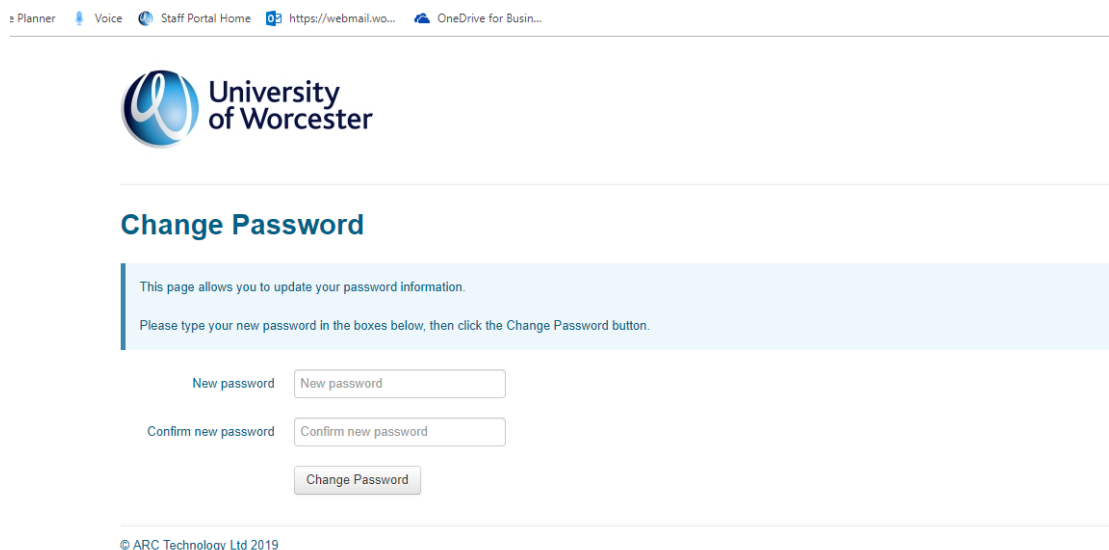
© ARC Technology Ltd 2019

3. Type in your email address and click the **Request** button.

ARC will then generate and email your new password to you. The email will look like the one below. When this comes through, you can then return to the log in page and enter your username and password.

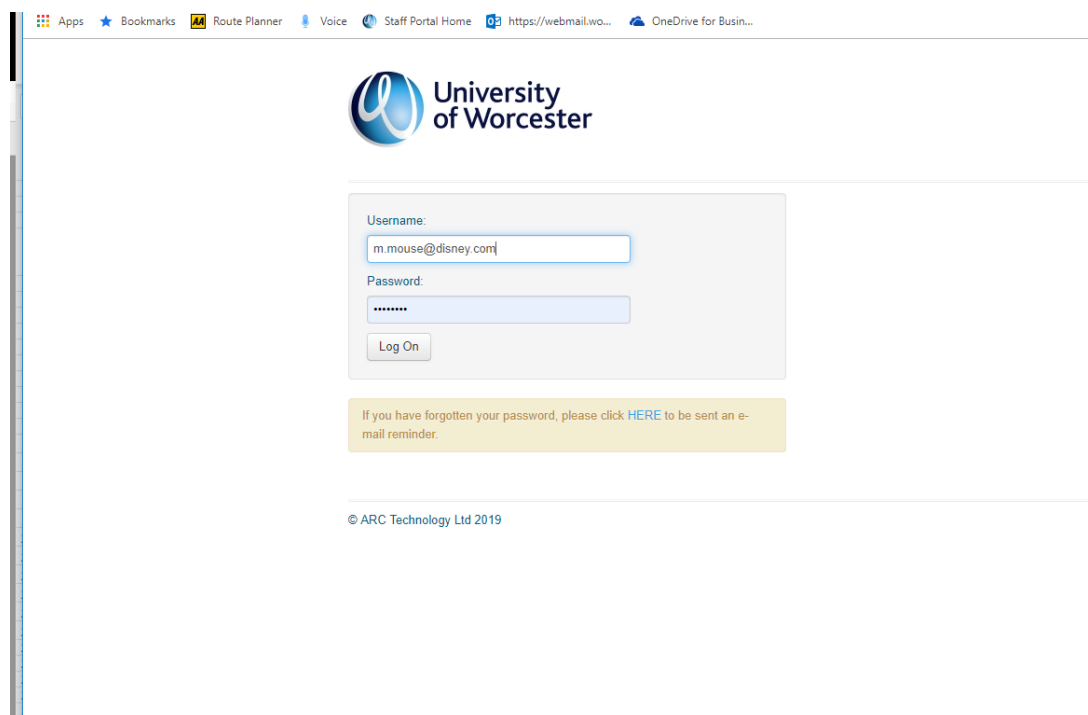


N.B. The reset link is time-limited – you will have 10 minutes from receipt of the email to click on the link and change your password. If the time has expired, please go back to the ARC reset password request and repeat the steps.



LOGGING IN TO PEP

If you have already acquired your password, please enter your username and password as below.



This will now take you in to ARC PEP.

You can save the ARC PEP log in page for ease and speed of access by either:

- Right mouse click on the open log-in page, click on create shortcut, click 'yes' to send a shortcut to your desktop, or
- Right mouse click on the open log-in page, click on add to favourites, type name for page then click 'add'.

CONTACT DETAILS

It is important to keep our contact details for you up to date. Please inform us at wblso@worc.ac.uk if your work e-mail or telephone number(s) change.

Now that you have access to PEP, please refer to the manual **HOW TO USE PEP FOR UNIVERSITY PLACEMENT LINK STAFF** on the WBLSO Placement Support webpage.

<https://www.worcester.ac.uk/about/academic-schools/school-of-nursing-and-midwifery/placement-support/for-university-placement-link-staff.aspx>