

ARC PEP – ACCESS FOR PLACEMENT AREAS:

PEP stands for *Placement Environment Profile*. This is where placement areas will be able to access their student allocation, and view/update key information about the placement area, depending on your access rights.

Placement areas are referred to as *Hosts*.

LOGGING IN FOR THE FIRST TIME

You will have received an email from the Work Based Learning Support Office (WBLSO) containing your username. The username is normally your work email address as supplied to WBLSO.

1. Open a web browser and type the web address into the address bar.
<https://worc.arcwebonline.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 Areas** section

Placement support
For students on placement
For staff in placement areas
For placement link staff at the University

Placement support

Placement support is provided by our Work Based Learning Support Office. They are there to plan and record your placements and offer advice, they also provide assistance to any of our placement providers.

The Work Based Learning Support Office (WBLSO) supports placements across our [Three Counties School of Nursing and Midwifery](#) and our [School of Allied Health and Community](#).



FOR STUDENTS
POW guidance and login information >

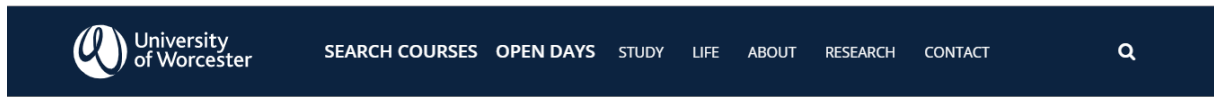


FOR PLACEMENT AREAS
PEP guidance and login information >



FOR UNIVERSITY STAFF
Information for University staff supporting placement areas >

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



Placement support
For students on placement
For staff in placement areas
For placement link staff at the University

Information for placement areas

As a placement partner, you can access the ARC PEP tool for information about your student placement allocations.

[LOG IN TO PEP](#)

Help and support

Details on how to access PEP and view allocations are below. More instruction manuals will be added over the next year.

- [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)
- [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.

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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.

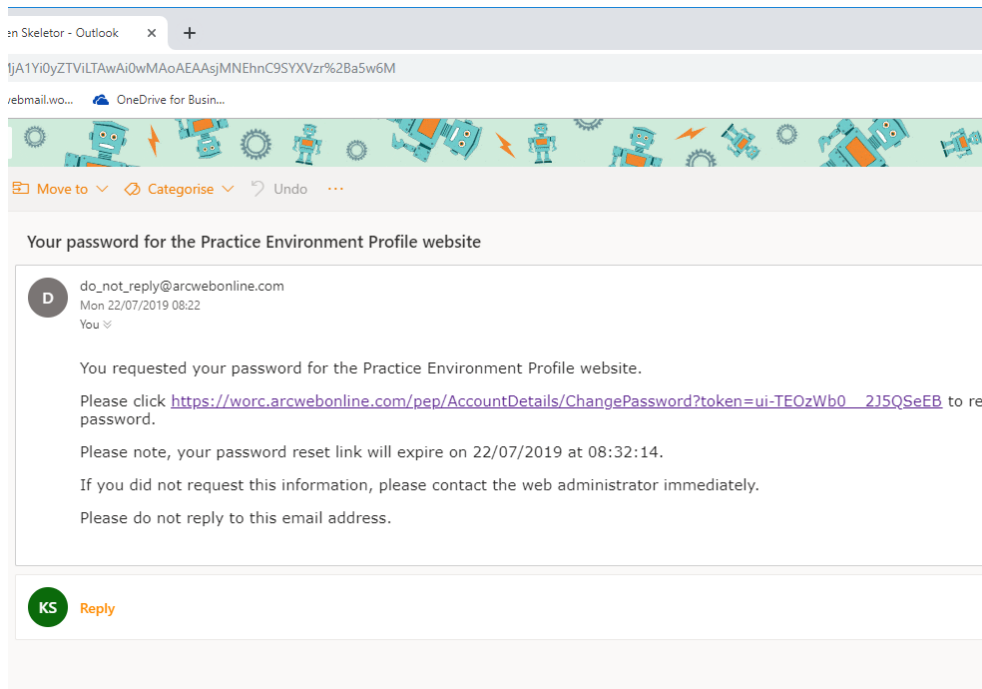
[Request](#) [Cancel](#)

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

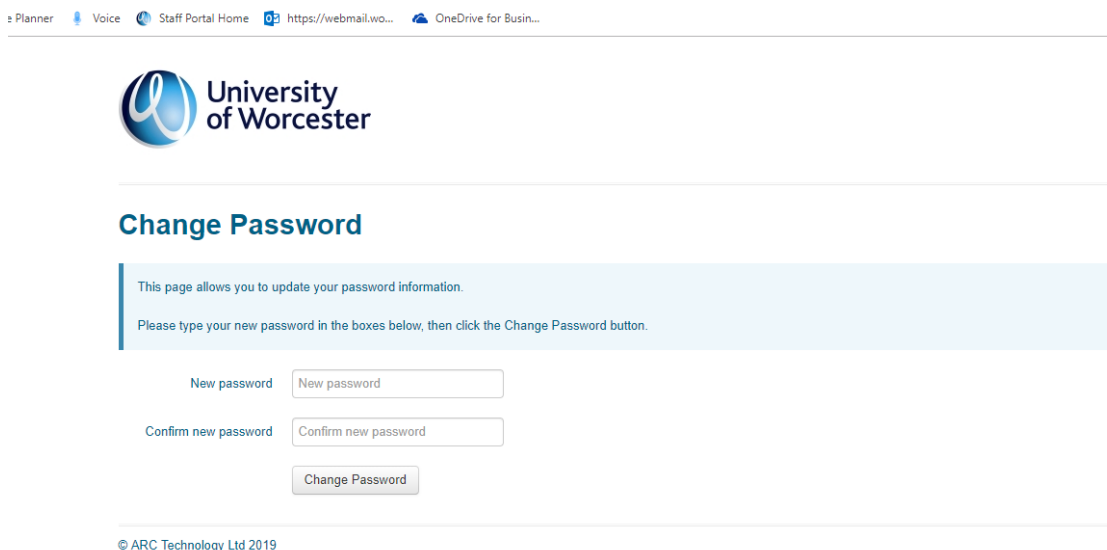
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3. Type in your email address and click the **Request** button.

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.

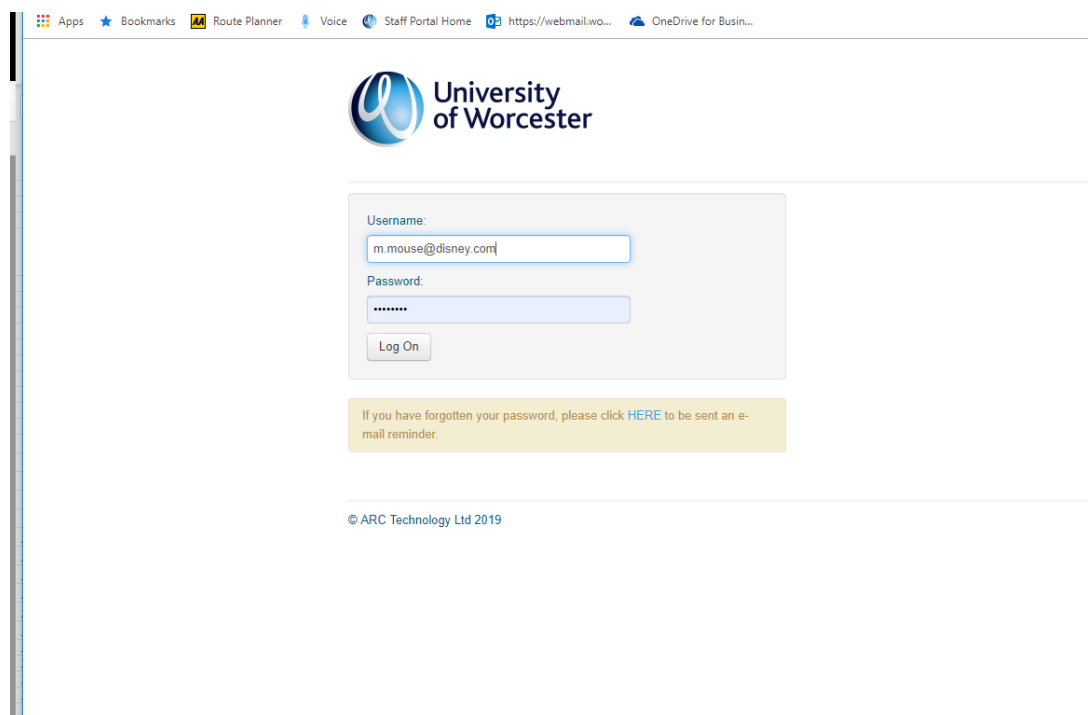


N.B. The reset link is time-limited – you will have 10 minutes from receipt of the email to click on the link and change your password. If the time has expired, please go back to the ARC reset password request and repeat the steps.



LOGGING IN TO PEP

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



The screenshot shows a web browser window with the following elements:

- Browser tabs: Apps, Bookmarks, Route Planner, Voice, Staff Portal Home, https://webmail.wo..., OneDrive for Busin...
- University of Worcester logo and name.
- Username field: m.mouse@disney.com
- Password field: masked with dots
- Log On button
- Yellow box: If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.
- Footer: © ARC Technology Ltd 2019

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 PLACEMENT AREAS** on the WBLSO Placement Support webpage.

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