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.

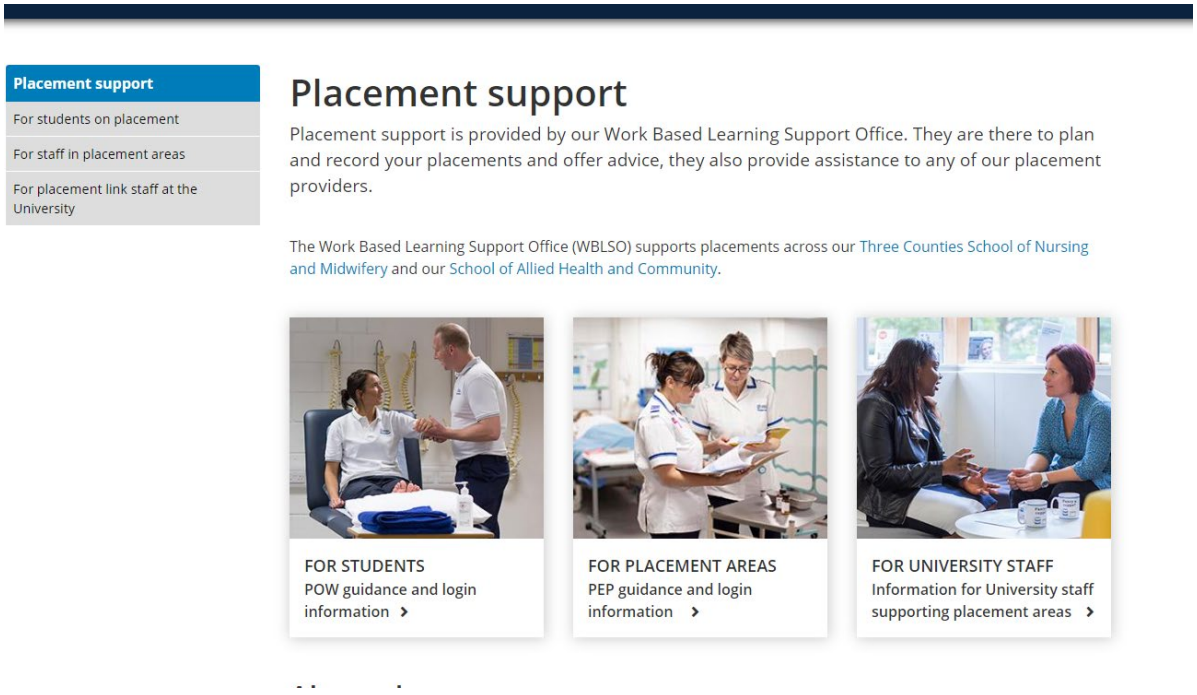
1. Open a web browser and type the web address into the address bar.
   https://worc.arcwebonline.com/pep/account/login
   Press the enter key.

Alternatively, visit the WBLSO ARC page at

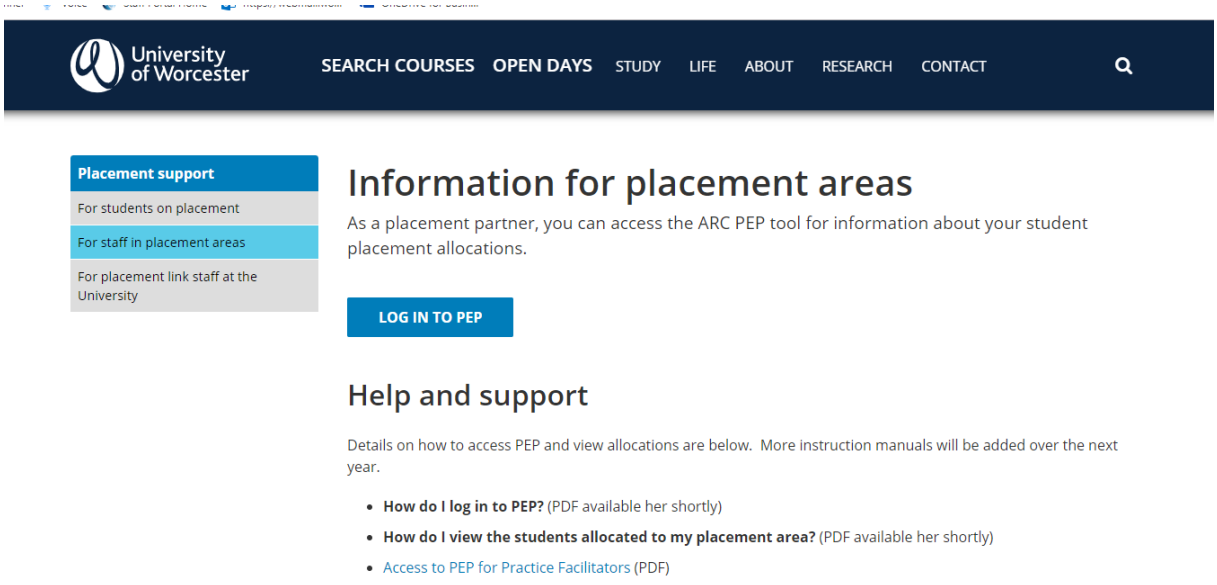
www.worcester.ac.uk/placement-support

then follow the instructions below.

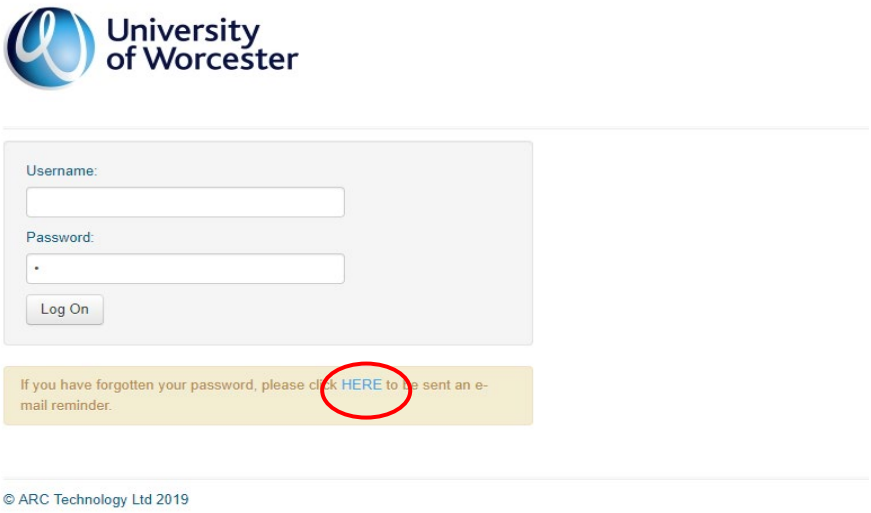
Click on the ***For Placement Areas*** section

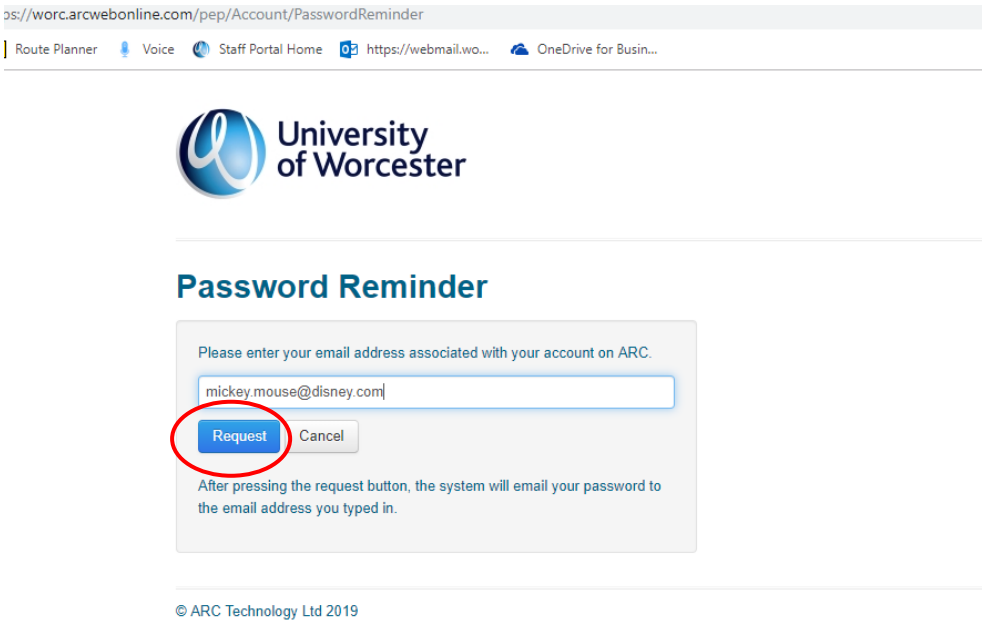


Then click the ***Log In to PEP*** button:



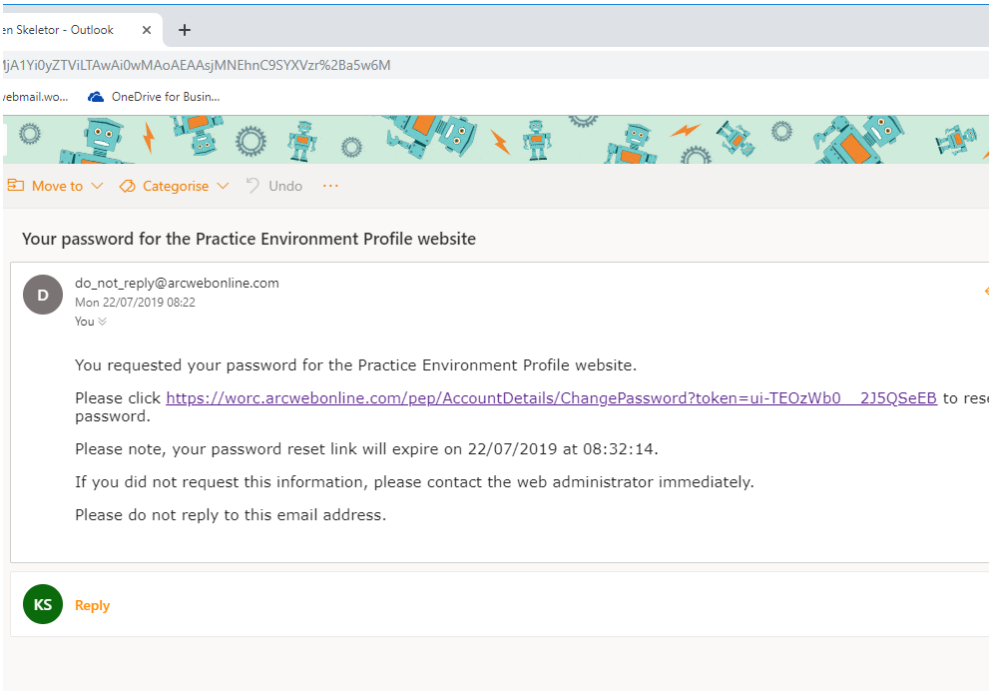
2. To access your password, click the ***Forgotten Password*** link.



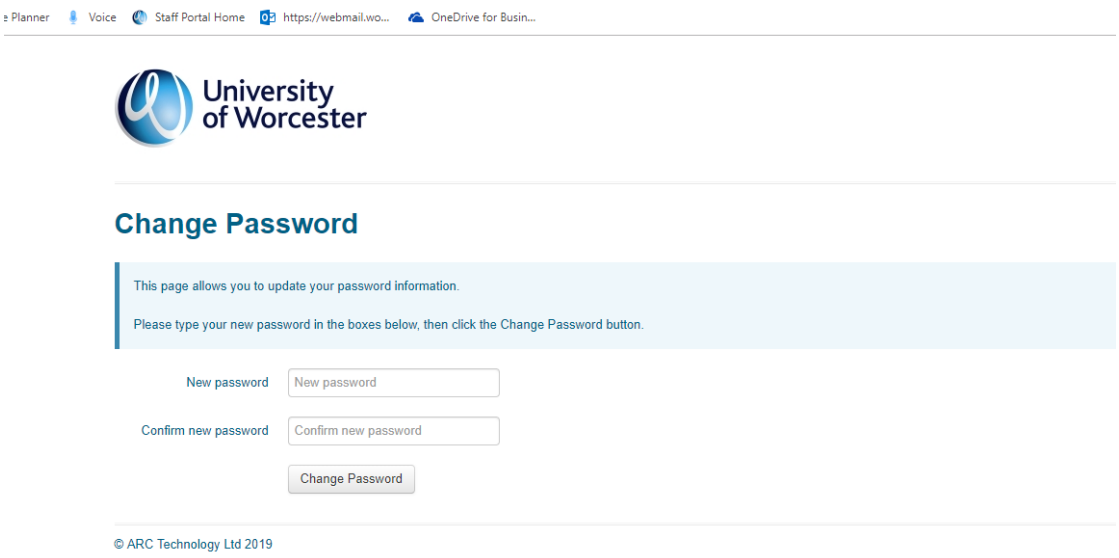


3. Type in your email address and click the ***Request*** button.

   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.

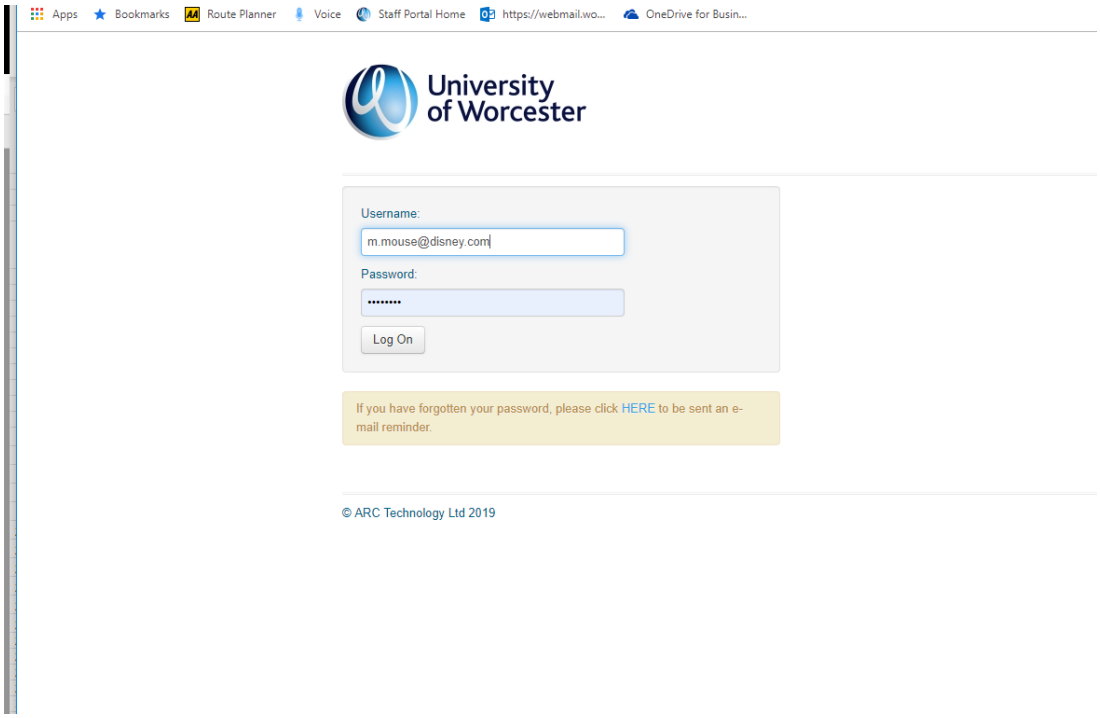


N.B. The reset link is time-limited – you will have 10 minutes from receipt of the email to click on the link and change your password. If the time has expired, please go back to the ARC reset password request and repeat the steps.



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 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