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.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 Link Staff at the University** 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 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