

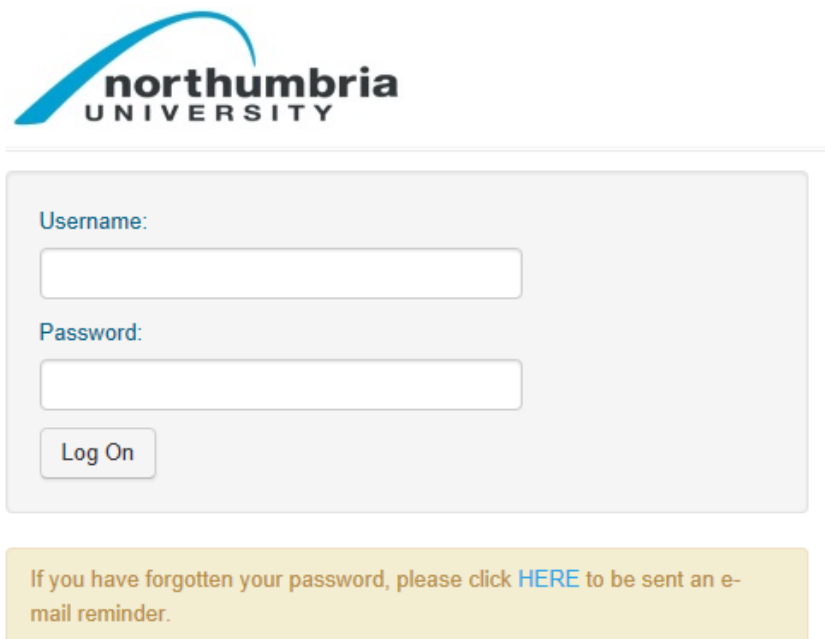
## HOW-TO... log into PEP

In order to access the system, you will need to point your web-browser towards:

<https://hces-placements-northumbria.arcwebonline.com/PEP/>

*Please note that you will need to include the **https://** in the above link to ensure you reach PEP-Net's log-in page. We'd suggest that you add the website as a 'favourite' or bookmark it within your browser to make it easier to access in the future.*

You will be presented with the following screen:



The screenshot shows the Northumbria University logo at the top. Below it is a login form with two input fields: 'Username:' and 'Password:'. A 'Log On' button is positioned below the password field. A yellow box at the bottom of the form contains the text: 'If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.'

Your username (ordinarily your Trust e-mail address) and password should have been sent to you via e-mail when you were first given access to the system. Simply enter your details and click 'Log On'.

If you have forgotten your password, please use the link on the log-in page to request a reminder.

If you are having difficulty accessing PEP-Net, please contact the placements team via e-mail ([hs.arcpep@northumbria.ac.uk](mailto:hs.arcpep@northumbria.ac.uk)) or telephone (0191 215 6300).