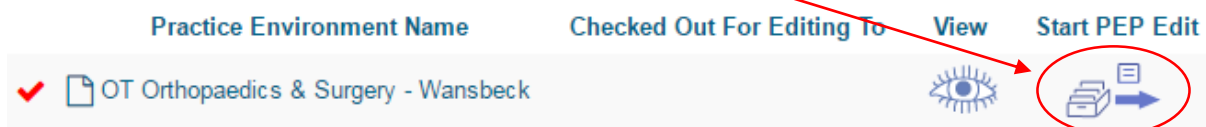


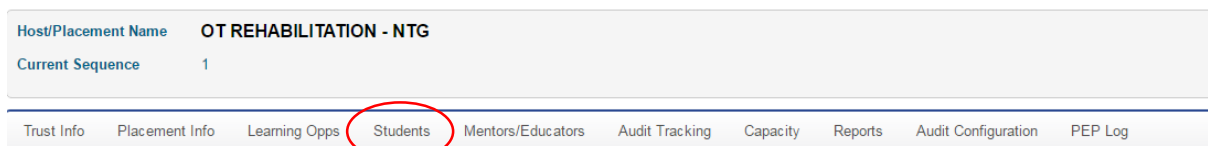
HOW-TO... assign a mentor/an educator to your student(s)

For each placement, students must be allocated a mentor/an educator – ideally a minimum of four weeks before the placement begins.

1. Log into PEP – you should see a list of the services you are responsible for beneath the search box
2. To add or change a student’s mentor you must be in edit mode. Choose the relevant service from the list and click on the ‘start PEP edit’ icon.



3. You should now be in your service’s profile and will be able to see a menu running left to right across the page:



4. Click on the ‘students’ link within the menu
5. Now enter the date range during which the student(s) you want to assign mentors/educators to will be on placement.

Search for students on placement

Date From

Date To

Display all students

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December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- You should now be able to see a list of the students on placement with you. You will see that the final column is headed 'Mentor/Educator' and that there is an option to assign a mentor/educator against each student.

Student Details

	Name	Intake	Category / Day Description	Date from	Date to	Email	Mentor/Educator
+	Baker, Danielle, Miss (F)	NUA1 S13	LME - AD (SURG)	06/06/2016	24/07/2016	danielle.baker@northumbria.ac.uk	Assign

- Click on assign and a list of your mentors/educators will be displayed. To select a mentor/educator, click 'assign'.
NB – if the mentor/educator you want to assign is not shown in the list, you may need to add them to your host profile. [See this guide for further information.](#)

Assign Mentor/Educator To Student

Student Details

Student	Intake	Category / Day Description	Date from	Date to	Email
Baker, Danielle, Miss (F)	NUA1 S13	LME - AD (SURG)	06/06/2016	24/07/2016	danielle.baker@northumbria.ac.uk

Intake Name	Branch/Field	Adult	Start Date
NUA1 S13			16/09/2013

Assignable Mentors/Educators

Mentor Name	Status	Assign
Burns, Joanne	Active	Assign
Cooke, Victoria	Deactive	Assign
Dunn, Caroline	Active	Assign
Holden, Lisa	Active	Assign
Pattison, Kay	Deactive	Assign
Peel, Jules	Active	Assign
Steven, Carly	Deactive	Assign
Waller, Dianne	Deactive	Assign

- You will now be asked to confirm your selection. Click 'confirm assignment' if you are happy with your choice:

Assignment Confirmation

You are about to make the following assignment:

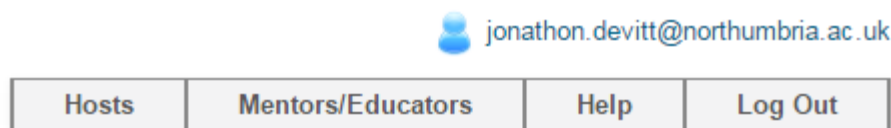
Student
Baker, Danielle, Miss

Mentor/Educator
Burns, Joanne

Please click the Confirm button in order to complete this assignment.

If there are any reasons the mentor/educator is not suitable (e.g. they are currently de-active), a warning message will be displayed. The assignment can still go ahead but the warning will be logged.

- You now need to save your changes by checking your profile in. To do this, click on the 'hosts' button in the top right-hand corner of the screen:



- You will be taken back to the main screen. You must now click on the green icon to check your profile in and finalise the changes. **Failure to do this will mean that any changes you have made are not saved.**

Practice Environment Name	Checked Out For Editing To	View	Start PEP Edit	Undo Check Out	Check In	Next Review Date	Last Checked In
RVI Ward 20	You					28/06/2017	28/07/2016

- You will be asked to confirm that you wish to check your profile in – click on 'check in' to finalise the changes; you may then log out.