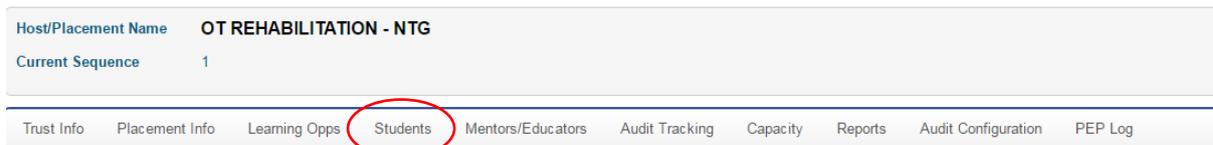# HOW-TO… access your student allocation

When a student is allocated to a service for which you have responsibility, you should receive an automated e-mail advising you that an allocation has been made to one or more of your services and that the information is available to view via PEP. The e-mail will also provide the start date(s) of the placement(s) to be undertaken

To view your allocation, follow these steps:

1. Log into PEP – you should see a list of the services you are responsible for beneath the search box

2. Choose the relevant service from the list and click on the eye symbol – see below example:

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 that appears in the e-mail you received by clicking into the 'date from' and then 'date to' boxes in turn and using the calendar to select the relevant dates:

6. Click 'show students' and a list of the students allocated to your service on placement will be shown, together with the dates and type of their placement and the students' e-mail addresses:

Student Details

	Name	Intake	Category / Day Description	Date from	Date to	Email	Mentor/Educator
✚	Swinburn, Helen, Mrs (F)	OPT1 S15	OT - ASSERTIVE OUTREACH [Placement 2]	11/07/2016	17/07/2016	laura6.taylor@northumbria.ac.uk	

7. You can now download the relevant placement documentation – the handbooks are all available through this link. You can see which placement the student is going to be undertaking with you by looking at the information in the 'category / day description' column – the placement type will be shown in square brackets – [Placement 2] in the above example.

8. You will also need to assign an educator to the student – please ensure this is done a minimum of four weeks before the placement begins. A 'how-to' guide showing you how to allocate educators to students can be found here.