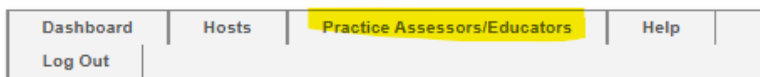


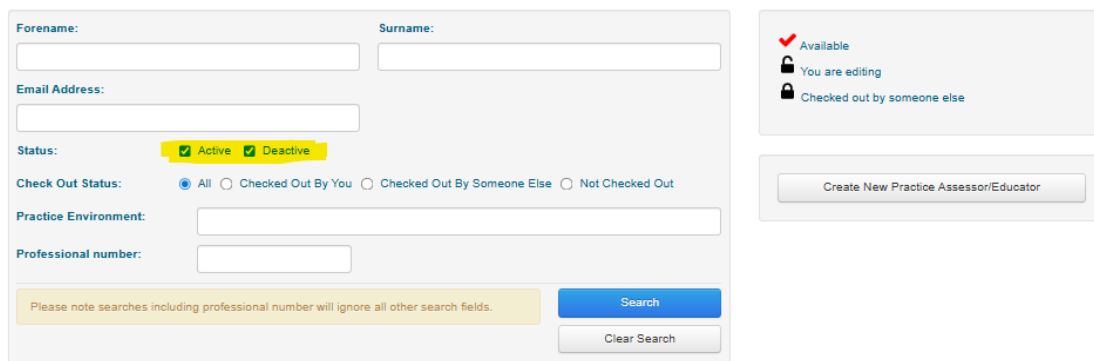
How to Create an Assessor or Educator record

Log in to PEP to create the record of the Assessor or Educator who work in your service(s). If you need further help logging in, please follow the [How to - log into PEP](#) guide.

Before you create a new Assessor/Educator record, you must first check to see whether one already exists in the PEP database. To do this, click on the 'Practice Assessors/Educators' button at the top right-hand corner of the page:

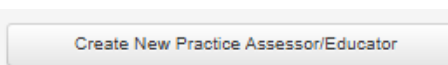


You will now see a search screen as below it. Tick both Statuses and click 'Search'. A list of Assessor/Educators already linked to your service(s) will then appear.

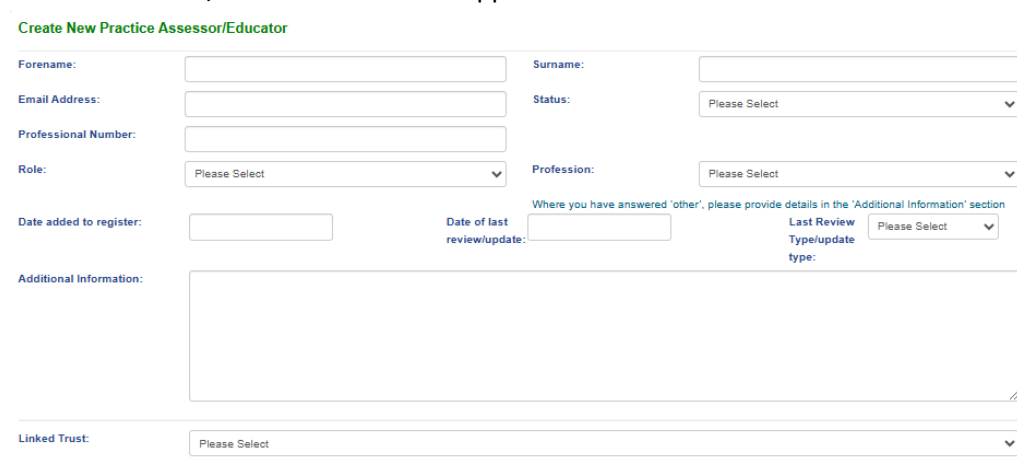


If the Assessor/Educator appears, they already exist on the system. If this is the case, you do not need to create a new record; you simply need to attach the existing record to your service. To do this, please follow the [How to - Add an Assessor or Educator to your service's profile](#) guide

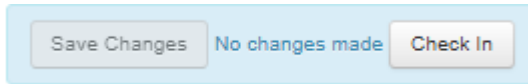
If the Assessor/Educator does not appear following your search, it means that a new record needs to be created. Click on the 'Create new Practice Assessor/Educator' button, which you will find to the right of the Assessor/Educator criteria fields.



A blank Assessor/Educator record will appear:



- Complete all the person's details on the blank record and Save Changes.



- You will get a red error message if there is any required data that is missing for the person
- Once saved, click on the 'Check-in' icon and follow through the steps until a message appears at the top of the page confirming that the Assessor/Educator record has been checked in successfully:

You will now be able to add the Assessor/Educator record to your service(s). Refer to the [How to - Add an Assessor or Educator to your service's profile](#) guide