

HOW-TO... update an educator record

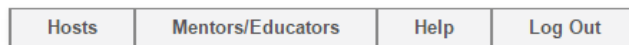
You must log in to PEP to be able to amend the records of the educators who work in your service(s). If you need further help logging in, [please follow this link](#).

Please note that you are only able to update educator records already linked to one or more of the services to which you have access through PEP. If you need to [create an educator record](#) or [link an educator to your service\(s\)](#), please follow the relevant guide.

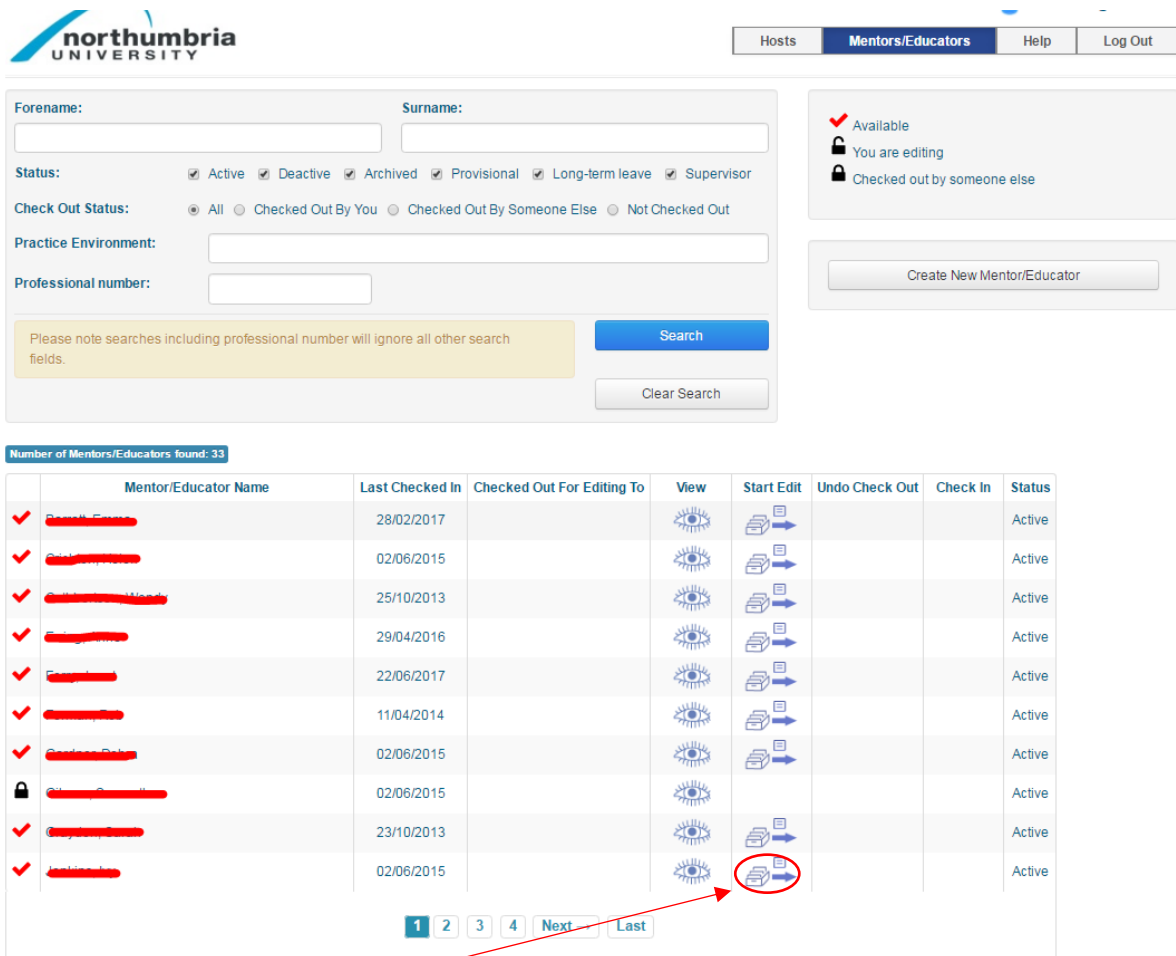
To update an educator record, you must:

1. Log into PEP
2. Click on the 'Mentors/Educators' button at the top right-hand corner of the page:

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3. A list of the educators linked to your service(s) should appear (names have been obscured in the below example):

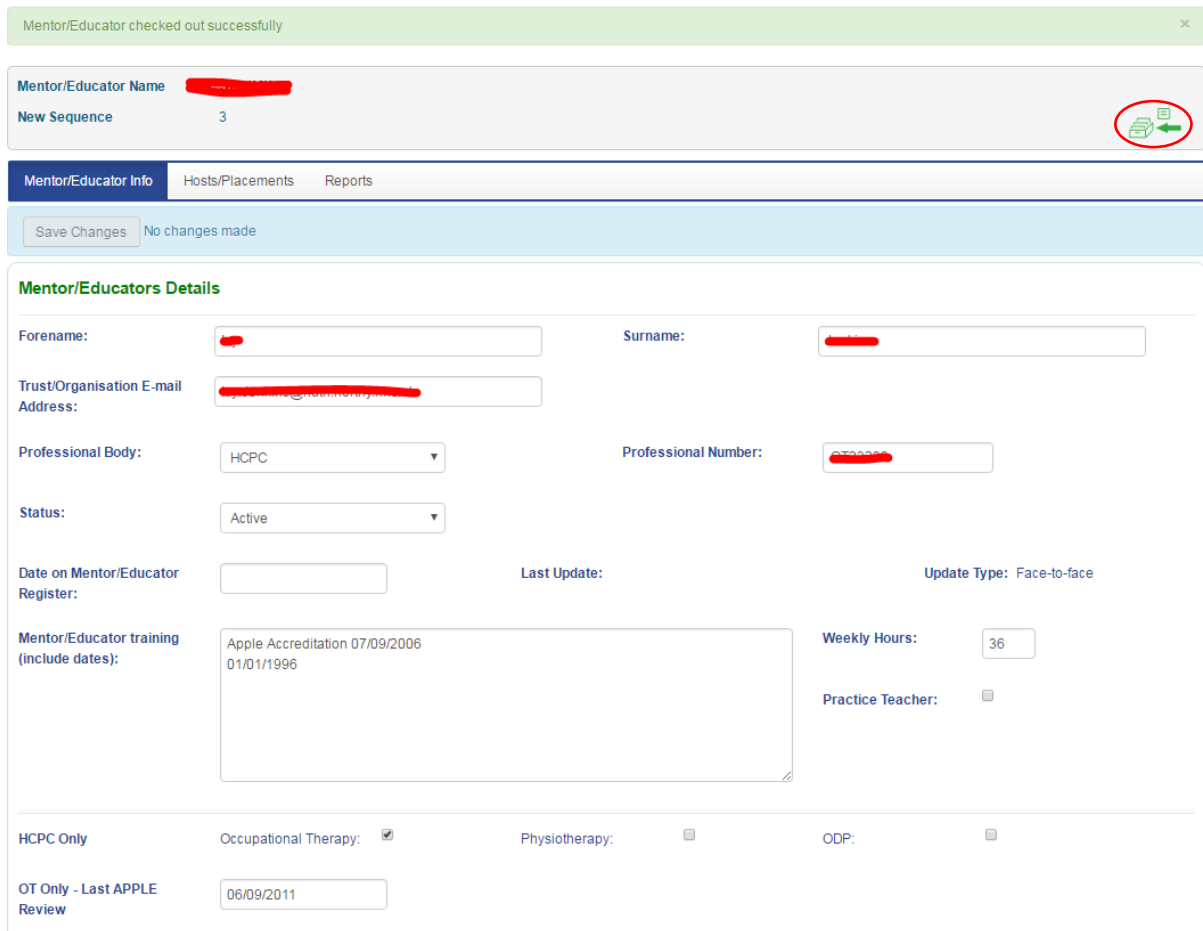


The screenshot shows the PEP interface with the search form and a table of educator records. The search form includes fields for Forename and Surname, a Status filter (Active, Deactive, Archived, Provisional, Long-term leave, Supervisor), a Check Out Status filter (All, Checked Out By You, Checked Out By Someone Else, Not Checked Out), a Practice Environment field, and a Professional number field. A search button and a clear search button are also present. The table below shows a list of educators with columns for Name, Last Checked In, Checked Out For Editing To, View, Start Edit, Undo Check Out, Check In, and Status. The 'Start Edit' icon for the last row is circled in red with an arrow pointing to it.

Mentor/Educator Name	Last Checked In	Checked Out For Editing To	View	Start Edit	Undo Check Out	Check In	Status
██████████	28/02/2017		👁️	📄➡️			Active
██████████	02/06/2015		👁️	📄➡️			Active
██████████	25/10/2013		👁️	📄➡️			Active
██████████	29/04/2016		👁️	📄➡️			Active
██████████	22/06/2017		👁️	📄➡️			Active
██████████	11/04/2014		👁️	📄➡️			Active
██████████	02/06/2015		👁️	📄➡️			Active
██████████	02/06/2015		👁️	📄➡️			Active
██████████	23/10/2013		👁️	📄➡️			Active
██████████	02/06/2015		👁️	📄➡️			Active

4. Click on the 'start edit' icon next to the name of the educator you wish to edit. If you only wish to view (rather than edit) the record, click on the eye icon.

5. You will be taken to the educator’s record:



Mentor/Educator checked out successfully

Mentor/Educator Name [REDACTED]
New Sequence 3

Mentor/Educator Info Hosts/Placements Reports

Save Changes No changes made

Mentor/Educators Details

Forename: [REDACTED] Surname: [REDACTED]

Trust/Organisation E-mail Address: [REDACTED]

Professional Body: HPCPC Professional Number: [REDACTED]

Status: Active

Date on Mentor/Educator Register: [REDACTED] Last Update: [REDACTED] Update Type: Face-to-face

Mentor/Educator training (include dates):
Apple Accreditation 07/09/2006
01/01/1996

Weekly Hours: 36

Practice Teacher:

HPCPC Only Occupational Therapy: Physiotherapy: ODP:

OT Only - Last APPLE Review 06/09/2011

6. Click into the field you wish to edit and make any changes necessary.

7. Once finished, click on the ‘save changes’ button at the top left-hand side of the profile – a message should then appear at the top of the profile confirming that the information has been saved:

Mentor information successfully saved.

8. In order to finalise the changes, you must now check the record in by clicking on the green icon at the top right-hand side of the profile. **Failure to do this will mean that the changes you have made will not be reflected on PEP.**

9. You can now log out of the system.