

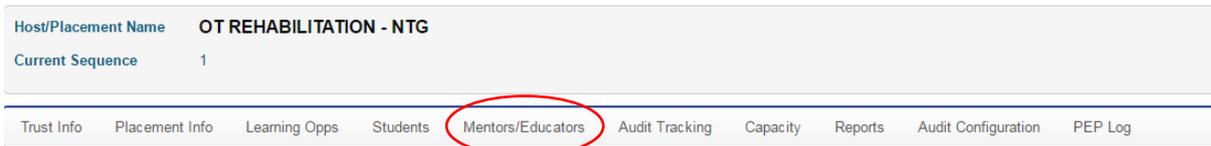
HOW-TO... add a mentor/an educator to your service profile

If you need to add a mentor/an educator to your service, you must first check to see whether they exist on our database. To do this, you will need the mentor's NMC number or educator's HCPC registration number.

1. Log into PEP and click on the 'start PEP edit' icon:



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



3. Click on the 'mentors/educators' link within the menu.
4. You will now be presented with a list of the mentors/educators linked to your service. To add a new mentor to your service, click on the 'link mentors/educators to host' button

Linked Mentors/Educators

The following Mentors/Educators are currently linked to RVI Ward 20.

Mentor/Educator Name	Checked out to	Status	Sign-off?	
Burns, Joanne		Active	Yes	<input type="button" value="Unlink"/>
Cooke, Victoria		Deactive	No	<input type="button" value="Unlink"/>
Dunn, Caroline		Active	No	<input type="button" value="Unlink"/>
Farrant, Karen	User no longer exists	Active	Yes	<input type="button" value="Unlink"/>

 Host needs to be checked in for link/unlink to be completed.
 Linked to another PEP current user has no rights to edit.

- You will now see a list of the mentors/educators across all of your services – if the mentor/educator you wish to add is in this list, click ‘link’. If they are not, you will need to search for them using their NMC number or HCPC registration number. Enter the mentor/educator’s number into the box and click ‘search’.

Available Mentors/Educators

The following Mentors/Educators can be linked to this host by you. Only mentors that are linked to hosts that you have rights to, or mentors not currently linked to any hosts, can be attached. Newly created mentors cannot be linked until they have been checked in.

Mentor/Educator Name	Checked out to	Status	Sign-off?	Link to this Mentor/Educator
Smith, Alexis		Active	No	<input type="button" value="Link"/>

Professional number:

If the mentor/educator is already in our system, they should now appear and you will be able to link them to your service.

If your search is unsuccessful, you may need to create the mentor/educator. For instruction on how to do this, [please see this guide](#).

Once you have clicked ‘link’, the mentor/educator should appear in the list of mentors/educators.

- 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:

 jonathon.devitt@northumbria.ac.uk

Hosts	Mentors/Educators	Help	Log Out
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- 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.