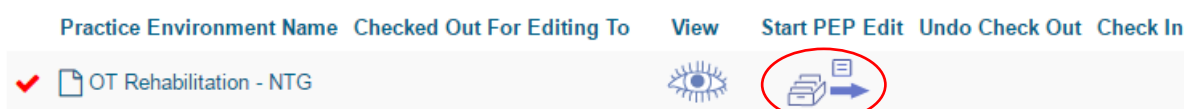


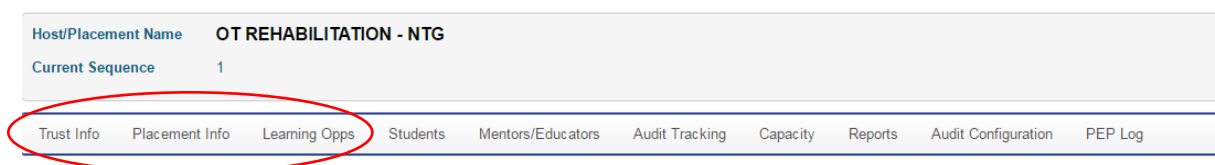
HOW-TO... update your service's PEP profile (POLO information)

This guide explains how to update the POLO information contained within a service's PEP profile – this is the information that is automatically shared with our students when we release their placement allocation to them and so it is important that it be kept up to date.

1. Log into PEP – you should see a list of the services you are responsible for beneath the search box. If you need further assistance logging into the system, [please follow this guide](#).
2. 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:



The POLO information can be found within the first three sections of a services PEP profile; these are:


- Trust info – information about the Trust or organisation the service is part of
- Placement info – split into eight subsections, **this is the most important section to keep updated:**
 - Speciality & Client groups – allows you to outline the client groups the service works with and the placement expectations
 - Service hours & shifts
 - Dress code
 - Facilities – the facilities available to students at the service
 - Finding us – includes the service address (this can only be changed by Northumbria's placement team) and travel information
 - Student top tips – helpful information for students
 - Contacts – the lead co-ordinator and PPF details (these relate to PEP access and can only be changed by Northumbria's placement team)
 - Pre-placement study – books/articles you think may be useful
- Learning opps – the learning opportunities available – although this is a field you can update, we're in the process of uploading OT templates which will provide a general overview.


4. To edit the information in the various fields, simply click within the box you wish to edit and a cursor should appear; you can then add/delete information as you would with a word

processor and can copy/paste information should you wish. The following icons can be found at the top of each box – they allow you to add simple formatting to the text:

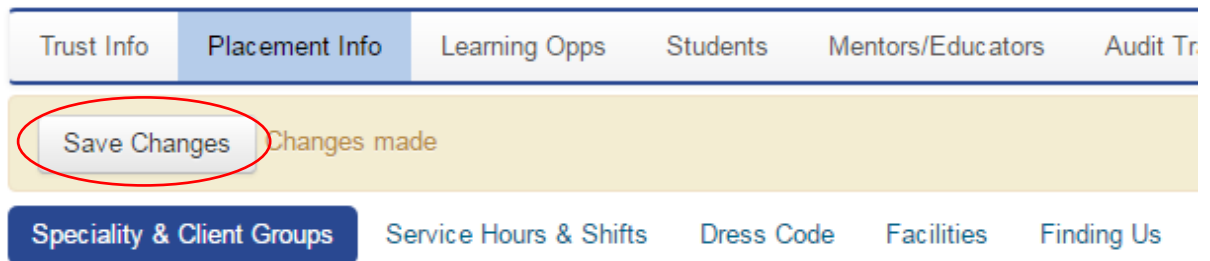


- B** – allows you to put text in **bold**
- I* – allows you to put text in *italics*
- U – allows you to underline text

  - allows you to enter a bulleted or numbered list

 - Allows you to add a link to another website

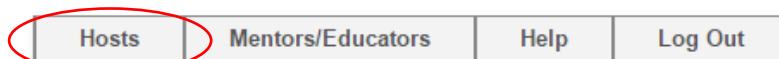
5. Once you have made the required changes to any given page, you must click on the ‘Save Changes’ button which appears below the menu:




You can then move on to another page to make additional changes if required.

6. To finalise any changes made, you must now check the profile in. Failure to do this will mean that students are unable to see any changes you have made. To check the profile in:
 - i. Click on the ‘Hosts’ button in the top right-hand corner of the screen

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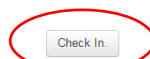
- ii. You will now find yourself on the screen listing the service(s) you have access to.
- iii. Click on the green ‘check-in’ icon next to the profile you have been editing 
- iv. You will be asked to confirm that you wish to check the profile in – click ‘Check In’:

You are about to check-in OT (RE) Dunston Hill Community Primary School

This will save all the information.

Are you sure you want to check this PEP in?

No, I do not want to check in.
[Take me back to the host list.](#)



7. You will now have saved the changes you have made. You will be taken back to the screen listing the service(s) you have access to and can now log-out.