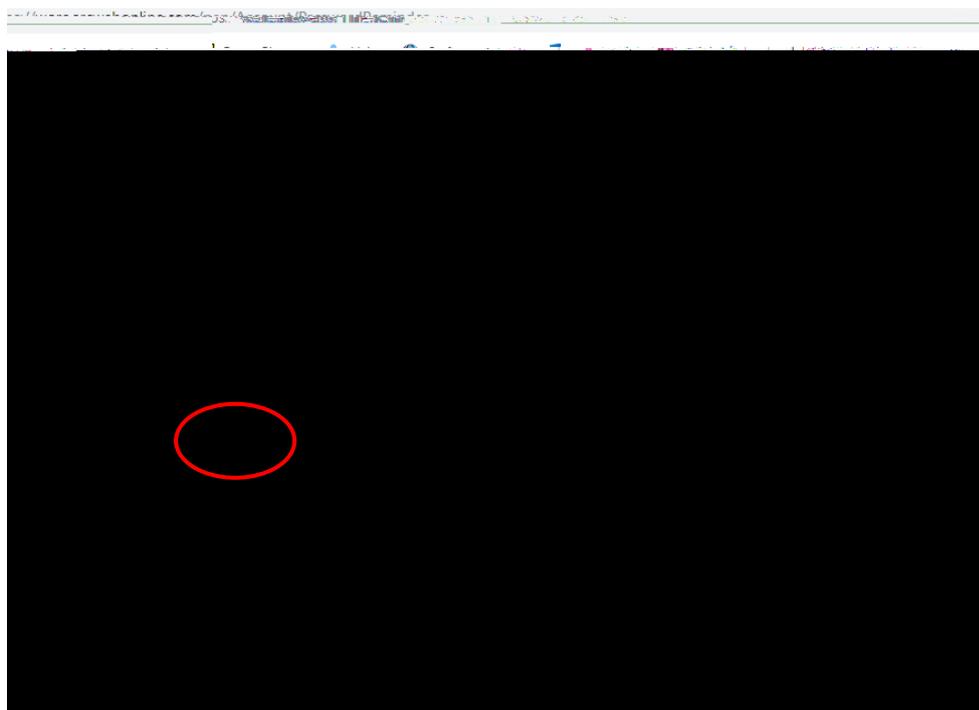


ARC PEP ACCESS FOR UNIVERSITY STAFF

PEP stands for *Placement Environment Profile* and is accessed via the Arc website.

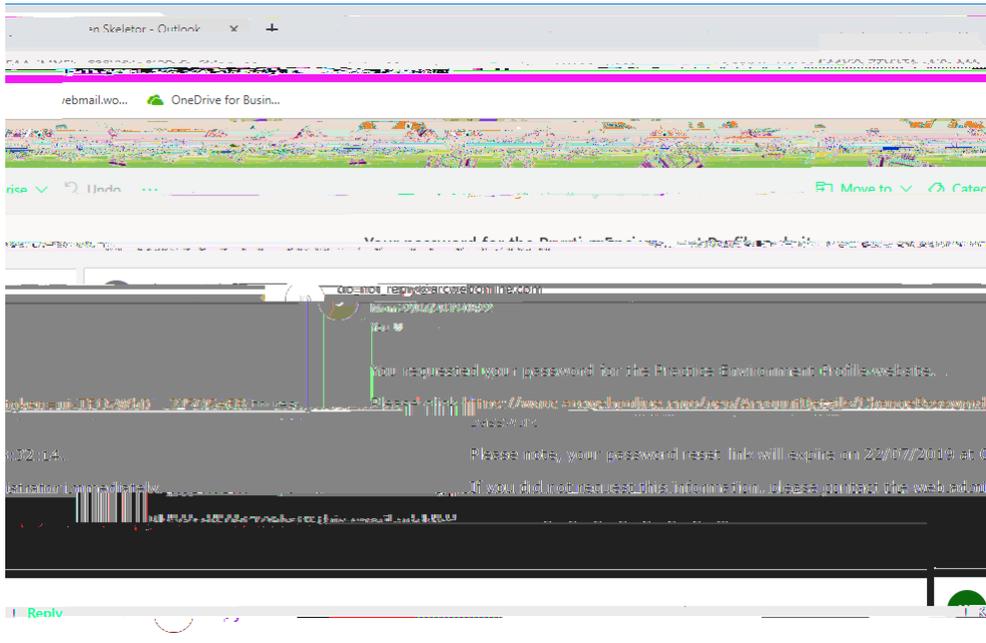
Click on the

2. To access your password, click the [Forgot Password](#) link.

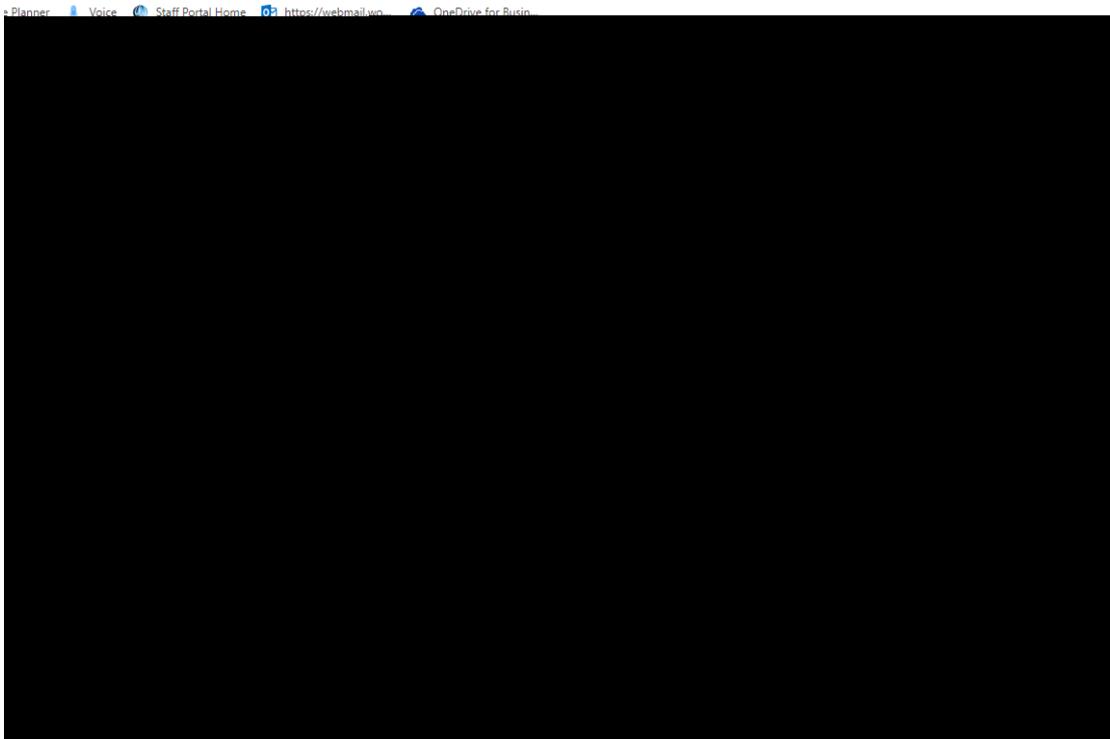


3. Type in your email address and click the [Forgot Password](#) button.

ARC will then generate and email your new password to you. The email will look like the one below. When this comes through, you can then return to the log in page and enter your username and password.



N.B. The reset link is time limited – you will have 10 minutes from receipt of the email to click on the link and change your password. If the time expires, please go back to the ARC reset password request and repeat the steps.



LOGGING IN TO PEP

If you have already acquired your password, please enter your username and password as below.

This will now take you in to ARC PEP.

You can save the ARC PEP log in page for ease and speed of access by either:

- Right mouse click on the open link page, click on create shortcut, click 'yes' to send a shortcut to your desktop, or
- Right mouse click on the open link page, click on add to favourites, type name for page then click 'add'.

CONTACT DETAILS