**ARC PEP/Audit New and Change User Request Form**

Use this document to request UWE Bristol to change users.

Please email [ppoallocations@uwe.ac.uk](mailto:ppoallocations@uwe.ac.uk) with the completed document attached.

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| --- | --- | --- | --- |
| Name of individual completing this document |  | Telephone number |  |

|  |  |
| --- | --- |
| Placement Name  *Use the name as shown on ARC* e.g. STM ONCOLOGY WARD |  |

Please be aware of the following points when adding details of new users or amends to users in the tables:

* **Specify Contacts for Student Portal**
  + Use the field **‘Display to Students in ARC POW (Yes/No)’** to indicate whether the user should be visible to students in the student portal (ARC POW) when a student is placed at the setting
  + If a solo contact you must put ‘Yes’ in the **‘Display to Students in ARC POW (Yes/No)’** field
* **Define Contact Type**
  + If the user requires PEP access to this placement only, select ‘**Placement Contact’** under the **‘Contact Type’** section
  + If the user requires access to this placement *and* all placements associated with the placements Trust/Organisation, select **‘Trust/Organisation contact’** under the **‘Contact Type’** section
  + **Note**. All users added are displayed in ARC PEP
* **Set Access Level**
  + **View**: The user will only be able to view information for the placement in ARC PEP and Audit
  + **Edit**: The user will be able to edit information about the placement in ARC PEP and Audit

**Add new user(s)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Forename | **Surname** | **Telephone Number** | **Job Title** | **Organisation Email Address** | **Access**  **(‘View’ or ‘Edit’)** | **Display to Students in ARC POW (Yes/No)** | **Contact Type (‘Placement Contact’ or ‘Trust/Organisation contact’)** |
|  |  |  |  |  |  |  |  |
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**Amend existing user(s)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Forename | **Surname** | **Telephone Number** | **Job Title** | **Organisation Email Address** | **Access**  **(‘View’ or ‘Edit’)** | **Display to Students in ARC POW (Yes/No)** | **Contact Type (‘Placement Contact’ or ‘Trust/Organisation contact’)** |
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**Remove existing user(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename | **Surname** | **Organisation Email Address** | **Please specify if the user should be removed from the ARC system entirely, or only have their access to this placement revoked** |
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|  |  |  |  |