



SCHOOL MENTOR USER GUIDE :

1. ACCESSING ePAD

We recommend that you use Google Chrome or another recent version of a browser.

As a web-based system, it is accessible via any computer with an internet connection, i.e. from home, the University or school/college.

The ePAD log in page can be accessed directly by selecting this [link](#)


ePAD can also be accessed via the University of Plymouth website within the Plymouth Online Practice Placement Information (POPPI) [homepage](#)


Faculty of Health mentors also use ePAD, therefore please ensure you select the **Institute of Education** page (as shown below).



You will then be presented with 2 log in options as follows:

Institute of Education partnerships
We have highly valued and established partnerships with over 300 schools, colleges and education settings across the South West and beyond.

 Log in to ePAD

 Log in to PCP

Select 'Log in to ePAD' and you will be presented with the following login page:



**UNIVERSITY OF
PLYMOUTH**

If you have forgotten your password or do not have one, please click [HERE](#) to request a password reset.

Your Username and Password

Access to ePAD requires the same username and password that you use to access the PCP. These are controlled by the University of Plymouth ARC Systems Team.

Username: This is the school's 6 digit URN Number

Password: This is the password that you have set up to use the PCP system

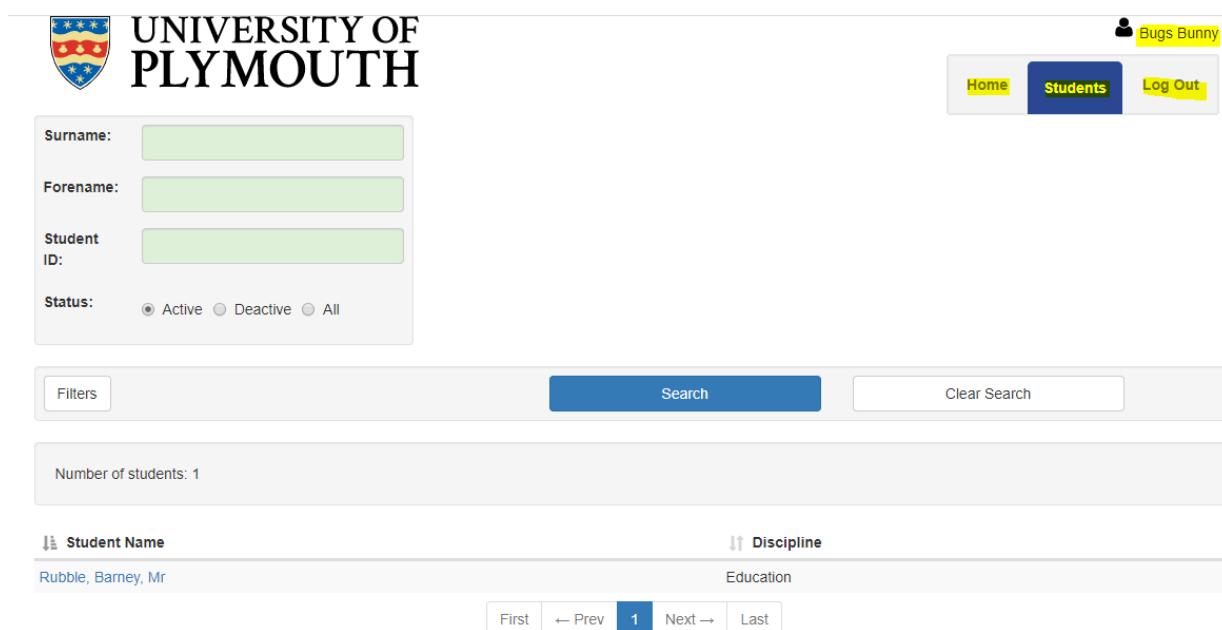
Forgotten your password?

Now, or at any time in the future, clicking on the link at the bottom of the log in page will allow you to set up or change your school's/college's password.

NB Please use a secure password

Once logged in you will arrive at the home page.

Your school/college name will appear in the top right of the screen. In the example below, Bugs Bunny is the school/college on the demo system.



The screenshot displays the University of Plymouth ePAD interface. At the top left is the University of Plymouth logo and name. On the top right, the user is logged in as 'Bugs Bunny'. Below the logo is a login form with fields for Surname, Forename, and Student ID, and a Status dropdown menu with options for Active, Deactive, and All. To the right of the login form is a navigation bar with buttons for Home, Students, and Log Out. Below the navigation bar is a search bar with a Search button and a Clear Search button. Below the search bar is a summary bar showing 'Number of students: 1'. Below the summary bar is a table with columns for Student Name and Discipline. The first row shows 'Rubble, Barney, Mr' under Student Name and 'Education' under Discipline. Below the table is a pagination bar with buttons for First, Prev, 1, Next, and Last.

The navigation bar near the top right shows your 3 options in this screen.

Home – clicking on this link from the Home page will not alter your view – it is there so that when you head to other screens you can navigate back

Students – this will take you to a list of your allocated students

Log out – exactly as it says. This Log Out button is available in every screen