



**eGOV.UK.COM**  
Official ePEP Online

## FIRST TIME REGISTRATION

### ePEP Single Sign-On Access User-Guide



The new Single Sign-On is accessed via a new web address:

**eGOV.UK.COM**

Click onto the **orange** Single Sign-On Tab top right hand corner of the webpage.



Login to ePEP Single Sign-on

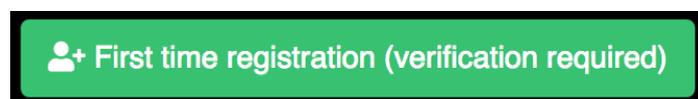
Please save this web link in your internet browser for future use.

# Signing up to the Single Sign-On

The screenshot shows the ePEP Single Sign-On registration page. At the top left, there is a logo for ePEP Single Sign-On and the text 'eGOV.UK.COM Official ePEP Online'. Below this is a large 'ePEP Single Sign-on' logo. To the right, there are input fields for 'Registered e-mail' and 'Password'. Below these fields is a checkbox for 'I agree that by logging into the system I accept that:' followed by a list of terms: '- I am a authorised user of this system.', '- I have been granted permission to access the SSO ePEP Service.', '- I agree to abide by the acceptable use policy.', '- I agree terms and conditions of the service.', and '- I agree and accept the use of cookies on this site.' Below the terms is a blue 'Login' button, a grey 'Request Password/ Password Reset' button, and a green button with a person icon and the text '+ First time registration (verification required)'. At the bottom left, there is a logo for HM Government G-CLOUD Supplier and a note: 'For optimal performance and security measures, we recommend using Google Chrome browser when accessing this site.' At the bottom right, there is a 'CYBER ESSENTIALS' logo.

Having used the new web address (above) you will arrive at the new ePEP Single Sign-On page:

Everyone will need to complete the Register process to use the Single Sign-On by using the **First time registration** button.



**Please complete the registration page even if you have access to the old login page as you will need to Re-register.**

When you click the **First time registration** button you will be taken to the following page:

**QPEP™**  
Single Sign-on

Register

Forename

Surname

E-Mail Address

Choose a new Password

Your password must contain :

- ✗ 8 characters
- ✗ 1 lowercase
- ✗ 1 uppercase
- ✗ 1 digit
- ✗ 1 special character

Confirm new Password

Memorable Word

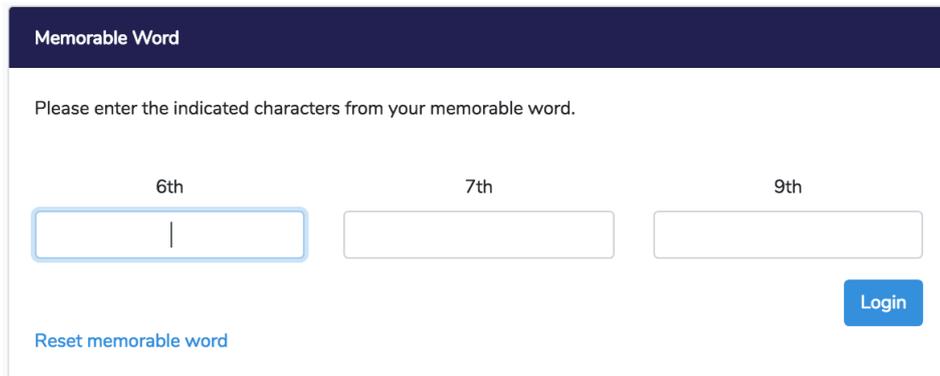
Confirm Memorable Word

[Register](#)

You will be asked to enter a **new password for security plus a new memorable word**

Once you have your registration details have been entered click the **Register** button - **You will receive an email asking you to verify your email address.**

Your verification email will have a link for you to confirm, this will ask you to enter **3 letters from your new memorable word**.



The screenshot shows a web form titled "Memorable Word" with a dark blue header. Below the header, the text reads "Please enter the indicated characters from your memorable word." There are three input fields: the first is labeled "6th" and contains a vertical bar cursor; the second is labeled "7th" and is empty; the third is labeled "9th" and is empty. At the bottom left, there is a blue link that says "Reset memorable word". At the bottom right, there is a blue button labeled "Login".

Once you have entered the letters from your memorable word and clicked login, you will be able to log into the new system for the first time.

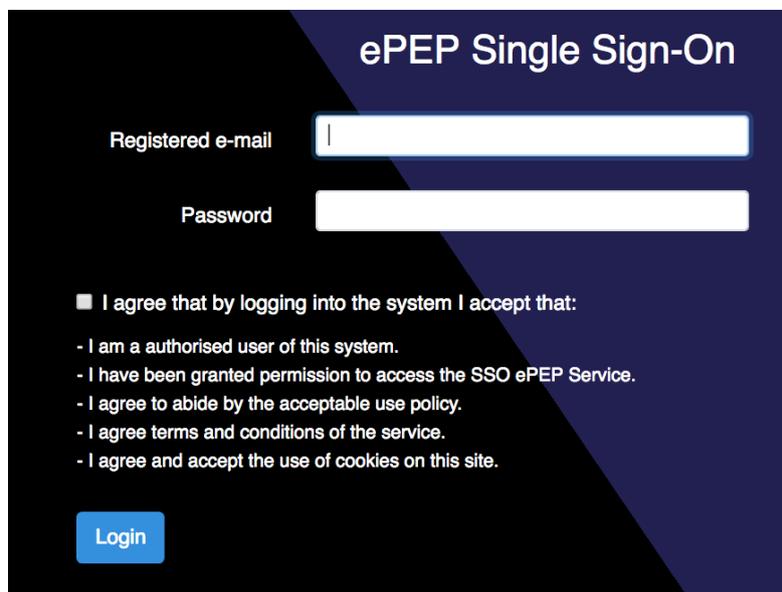
If you have any issues registering please contact the **eGOV Support Team on 0333 772 0944**

## Logging in once you have registered

Logging in to the ePEP is a two-step process. The first step is logging in using your professional email address and the password you created on the ePEP Single Sign-On page:

**eGOV.UK.COM**

Please ensure you tick the box to agree to accept the terms and conditions:



The screenshot shows the 'ePEP Single Sign-On' login page. It features a dark blue background with white text. At the top, the title 'ePEP Single Sign-On' is displayed. Below the title, there are two input fields: 'Registered e-mail' and 'Password'. Underneath these fields, there is a checkbox labeled 'I agree that by logging into the system I accept that:' followed by a list of terms and conditions. At the bottom left, there is a blue 'Login' button.

**ePEP Single Sign-On**

Registered e-mail

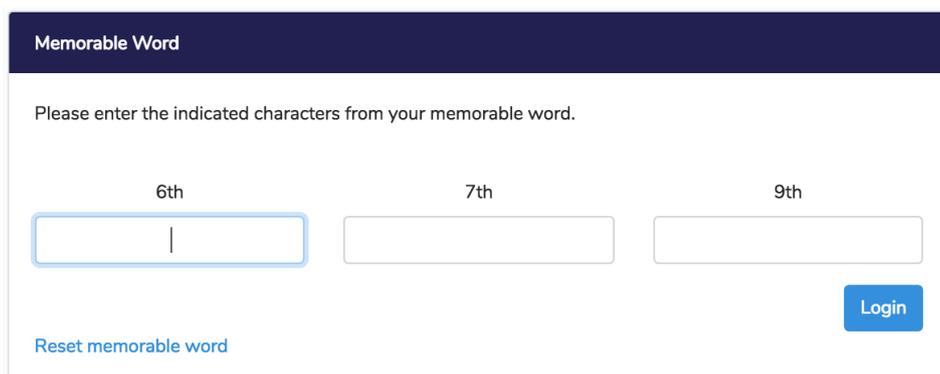
Password

I agree that by logging into the system I accept that:

- I am a authorised user of this system.
- I have been granted permission to access the SSO ePEP Service.
- I agree to abide by the acceptable use policy.
- I agree terms and conditions of the service.
- I agree and accept the use of cookies on this site.

Login

Once you have done this, you will be able to access the second stage of the log in process. You will be asked to enter a number of letters from the memorable word that you created when registered to use the Single Sign-On.



The screenshot shows the 'Memorable Word' verification page. It has a dark blue header with the text 'Memorable Word'. Below the header, there is a prompt: 'Please enter the indicated characters from your memorable word.' There are three input fields labeled '6th', '7th', and '9th'. The '6th' field is highlighted with a blue border. At the bottom right, there is a blue 'Login' button. At the bottom left, there is a link that says 'Reset memorable word'.

**Memorable Word**

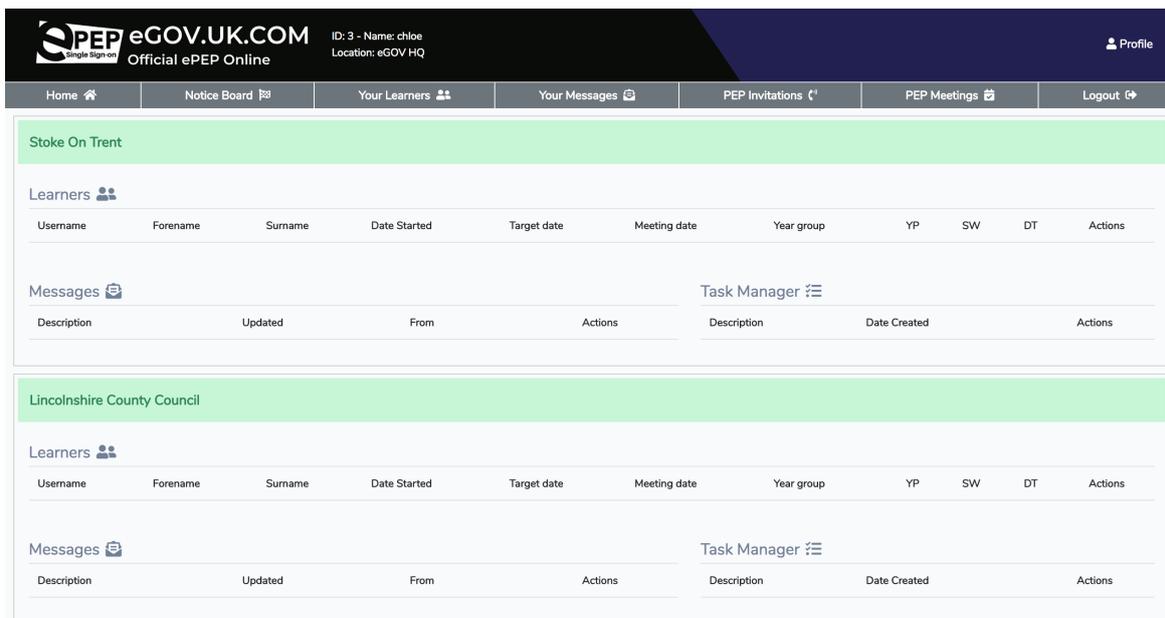
Please enter the indicated characters from your memorable word.

6th 7th 9th

Login

[Reset memorable word](#)

Having entered the correct details, you will be taken to a new ePEP landing page from which you can view and access all the young people you have been attached to from all the authorities using our ePEP system.

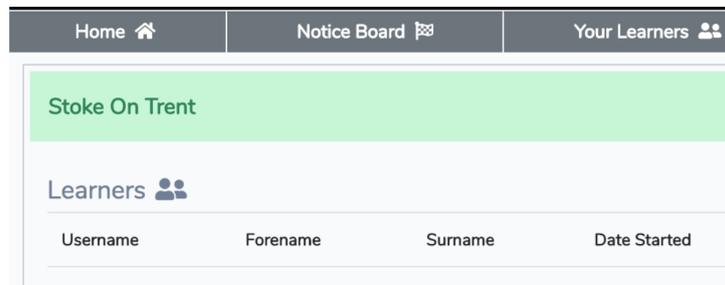


Once you have logged in you will see a page which looks like the image above. If you hold cases, **you will see all of the young people allocated to you on the system.**

You can go view the PEPs by clicking onto the child's name or directly by **clicking onto the PEP meetings Button.**



If you are not a case holder or wish to search the system you can access these functions via the clicking onto the coloured council banner, this will take you to the homepage for each authority.



From here you will be able to access all of the ePEP functions you are used to. The only exception being the **Home** button which will take you back to the new landing page.

Using the **Home** button will return you to the new look ePEP Single Sign-On page.

If you have any issues registering please contact the **eGOV Support Team on 0333 772 0944**