

## FIRST TIME REGISTRATION

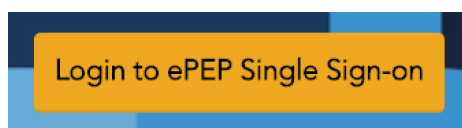
### ePEP Single Sign-On Access User-Guide



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

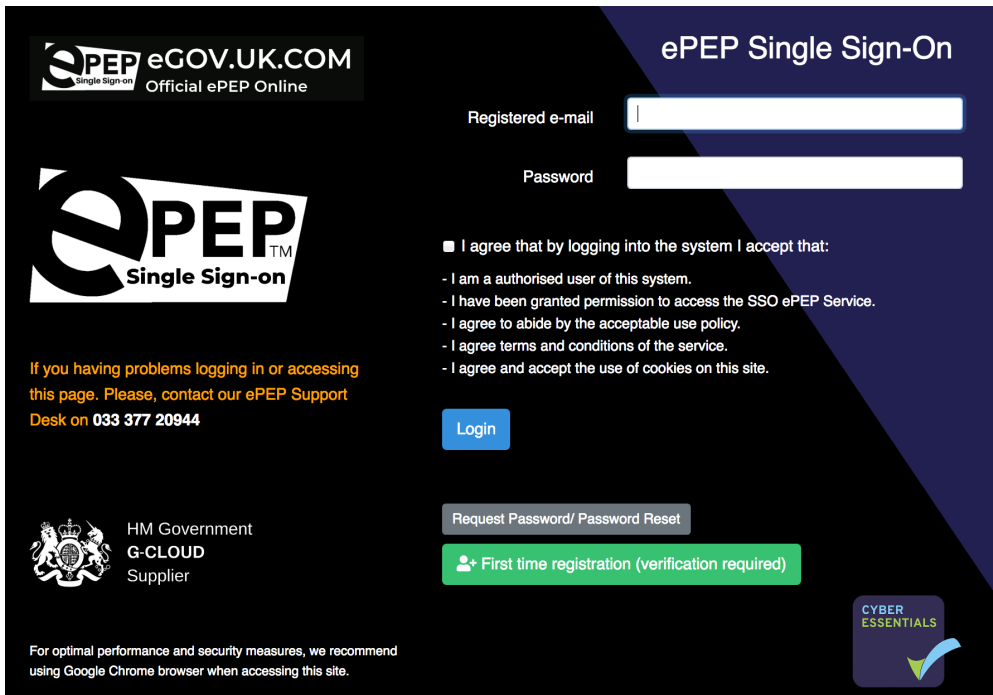
**eGOV.UK.COM**

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



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 page. At the top left is the ePEP logo with 'eGOV.UK.COM' and 'Official ePEP Online'. Below it is a large 'ePEP Single Sign-on' logo. To the right of the large logo is a text box with login instructions and a support desk number. Further right are input fields for 'Registered e-mail' and 'Password'. Below these are checkboxes for terms and conditions, a 'Login' button, a 'Request Password/ Password Reset' button, and a green button for 'First time registration (verification required)'. At the bottom left is the HM Government G-CLOUD Supplier logo and a note about using Google Chrome. At the bottom right is a 'CYBER ESSENTIALS' logo.

ePEP eGOV.UK.COM  
Official ePEP Online

ePEP Single Sign-On

If you having problems logging in or accessing this page. Please, contact our ePEP Support Desk on 033 377 20944

HM Government  
G-CLOUD  
Supplier

For optimal performance and security measures, we recommend using Google Chrome browser when accessing this site.

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

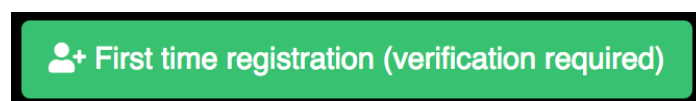
Request Password/ Password Reset

+ First time registration (verification required)

CYBER ESSENTIALS

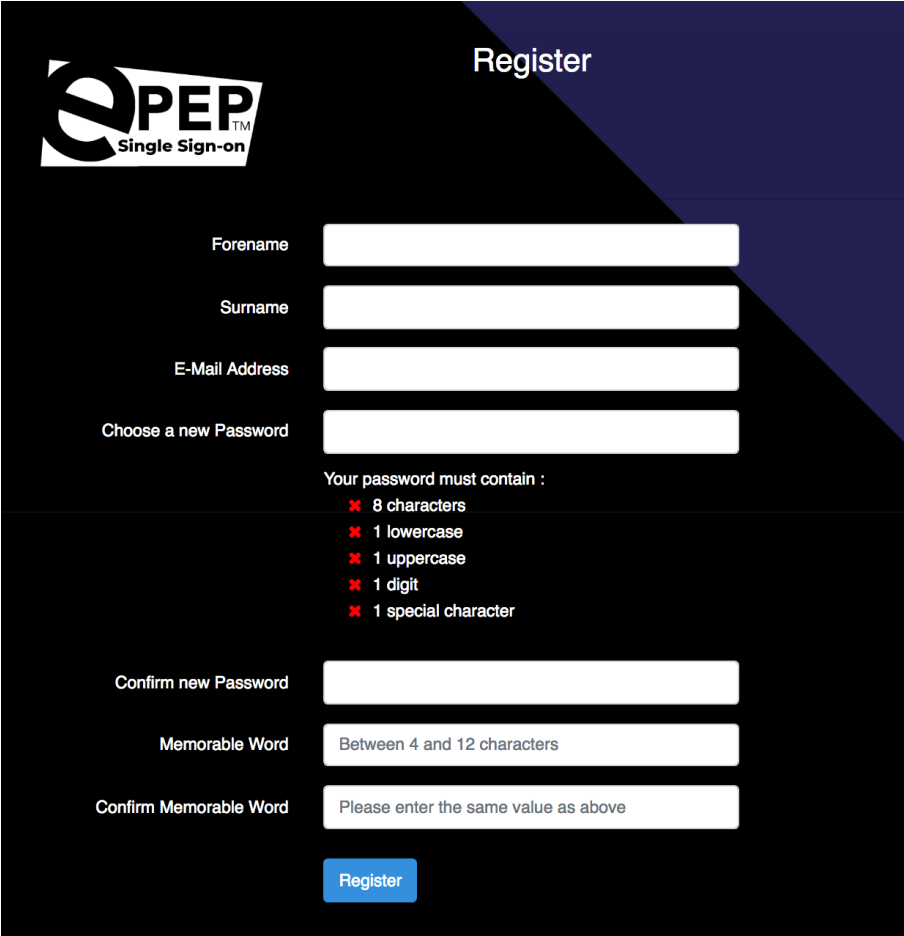
Having used the new web address (above) you will arrive at the new ePEP Single Sign-On page:

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:



The registration form is titled "Register" and features the QPEP Single Sign-on logo. It includes input fields for Forename, Surname, E-Mail Address, and a new Password. The password requirements are listed as: 8 characters, 1 lowercase, 1 uppercase, 1 digit, and 1 special character. There are also fields for Confirm new Password, Memorable Word (with a hint "Between 4 and 12 characters"), and Confirm Memorable Word (with a hint "Please enter the same value as above"). A blue Register button is at the bottom.

**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

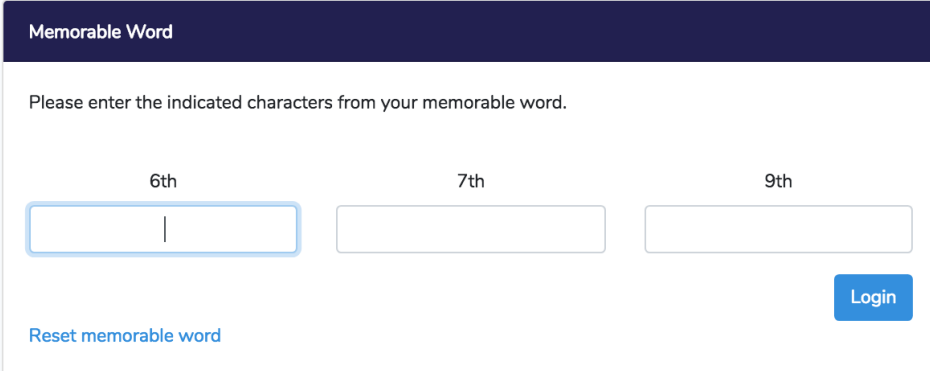
Confirm Memorable Word

[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**.

A screenshot of a web form titled "Memorable Word" in a dark blue header. Below the header, the text "Please enter the indicated characters from your memorable word." is displayed. There are three input fields: the first is labeled "6th" and contains a single vertical line; 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 with the text "Login".

Memorable Word

Please enter the indicated characters from your memorable word.

6th 7th 9th

Reset memorable word 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.

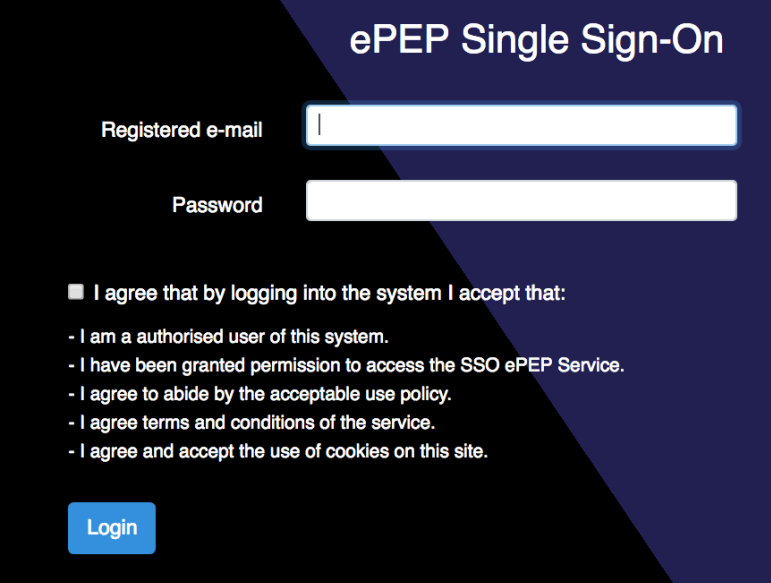
If you have any issues registering please contact the  
**eGOV Support Team on 0333 772 0944**

## 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 image shows a login form titled "ePEP Single Sign-On" on a dark blue background. It features two input fields: "Registered e-mail" and "Password". Below these fields is a checkbox labeled "I agree that by logging into the system I accept that:" followed by a list of five terms and conditions. At the bottom left is a blue "Login" button.

**ePEP Single Sign-On**

Registered e-mail

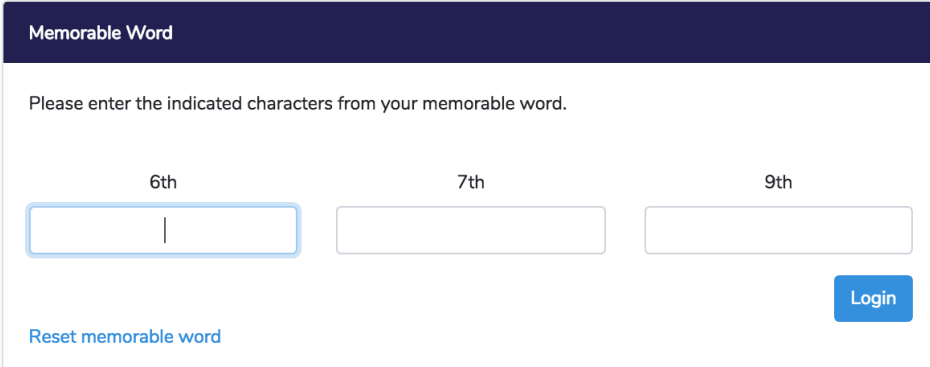
Password

☐ 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 image shows a screen titled "Memorable Word" with a dark blue header. Below the header, it says "Please enter the indicated characters from your memorable word." There are three input boxes labeled "6th", "7th", and "9th". The "6th" box contains a single character. At the bottom right is a blue "Login" button, and at the bottom left is a link "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.

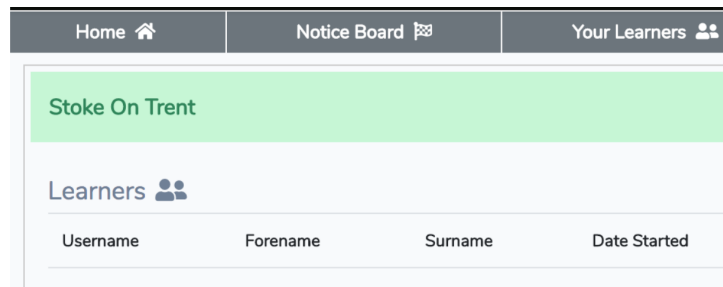
The screenshot shows the ePEP system interface. At the top, there is a header bar with the ePEP logo, the text 'eGOV.UK.COM Official ePEP Online', and user information: 'ID: 3 - Name: chloe Location: eGOV HQ'. A navigation bar below the header contains links: Home, Notice Board, Your Learners, Your Messages, PEP Invitations, PEP Meetings, and Logout. The main content area is divided into two sections, one for 'Stoke On Trent' and one for 'Lincolnshire County Council'. Each section contains a 'Learners' table with columns: Username, Forename, Surname, Date Started, Target date, Meeting date, Year group, YP, SW, DT, and Actions. Below the learners table, there are two sub-sections: 'Messages' and 'Task Manager'. The 'Messages' table has columns: Description, Updated, From, and Actions. The 'Task Manager' table has columns: Description, Date Created, and Actions.

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**