

# PEMS Quick Guide for Students

## Logging In

Following this link:

[PEMS \(shu.ac.uk\)](https://shu.ac.uk)

### Practice Education Management System

Welcome to the PEMS home page

PEMS has been developed to provide students, staff and placement providers with an online service to view and update the practice education elements of each student's programme.

**Students:** The system has been designed to support confirmation of your Clear for Placement, which includes you being issued with a Clear for Placement Certificate. **N.B. You will need this Certificate before you will be allowed to enter any placement area.** PEMS will invite you to complete your self-declarations online and certify confirmation of all pre-admission clearances (e.g. occupational health and DBS) and current programme specific mandatory training completion requirements.

PEMS will periodically send you requests for information to help with placement planning and just prior to going on placement you will be able to find out all the information you need about the placement area through the placement profile link on your home page. You will be able to report absences directly through PEMS and fill out your placement evaluation online.

**N.B. Re-enrolment:** In order for you to log in to PEMS you must re-enrol through your SITS page and ensure your personal information is up to date.

[Click here to log in to PEMS](#)

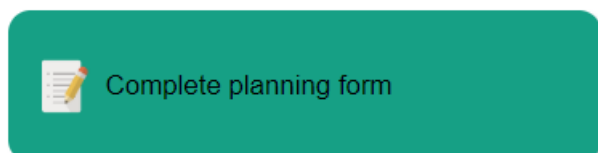


The screenshot shows the 'Log in to PEMS' page. It has a blue header with the text 'Log in to PEMS'. Below the header, it says 'Choose an option from the list below'. There are three options listed, each with a small icon to its left: 'SHU Users (students, academic and administrative staff)', 'All other users', and 'Register a new provider account'.

Visit [The PEMS Login Page](#) and log in using the username and password that you should have received by email. If you have forgotten your login details, you can click the 'Click here if you have forgotten your login details' link which will trigger a reminder email to be sent to you. If you have a SHU staff number, it is also possible to log into PEMS through your SHU logins (if your account has been created using these).

## Your Dashboard

When you log into PEMS, all or some of the following options will be available to you on your dashboard page:



Clicking in the 'Complete Planning Form' button will take you to your placement planning form page which contains your personal information as well as several questions which you must respond to which will help the Placement Team when allocating your placements. If there are any errors on this page, notify the Placement Team as soon as possible.



View my placement

In the 'View My Placement' section you will find details about your allocated placement such as the location, who your academic or placement contacts are and the dates of your placement. If this placement is on PARE, there should be a link to the PARE site within the PEMS profile.



Complete evaluation form

If you have recently completed a placement, you will receive a reminder to complete an evaluation of your experience at your placement location. The completion of these is extremely important to the university as it ensures that the placements you are sent on are beneficial to your education.



View messages

In this section you will be able to view any messages sent to you through PEMS. You should receive an email when you have been allocated a placement, or if any changes have been made to a placement you are due to attend. You can also view previously read messages by clicking on the 'Show read messages' tick box. You will receive an email prompt when you have any new messages to read on PEMS and you may receive further reminders if you don't log into PEMS to read your message.



View previous placements

You can find a record of all the placements you have been allocated to and completed under the 'View Previous Placements' button, including any simulated placements that you may have attended on campus. If you are missing any placement details or think that there is an error on your record, please contact the Data Team.



My Academic Assessors

If you have any Academic Assessors allocated to you, you can find their contact details in the 'My Academic Assessors' section.

You can also access any of these sections using the menu at the top of the screen. The home button will take you back to your dashboard.

## Your Details

In the top right corner of the screen, you can access your user details by clicking on your name and selecting 'Your Details'. On this screen you can make amendments to your contact details. Within 'User Profile' you can change your password.

## Troubleshooting

If you have any issues whilst using PEMS, there is a Help section in the corner right corner of the screen, however the Data Team are on hand to help with any issues you may have. They can be contacted on [HWLplacementsdatateam@shu.ac.uk](mailto:HWLplacementsdatateam@shu.ac.uk).