

# User Guide for Single Sign On Registration

## Steps for Registration

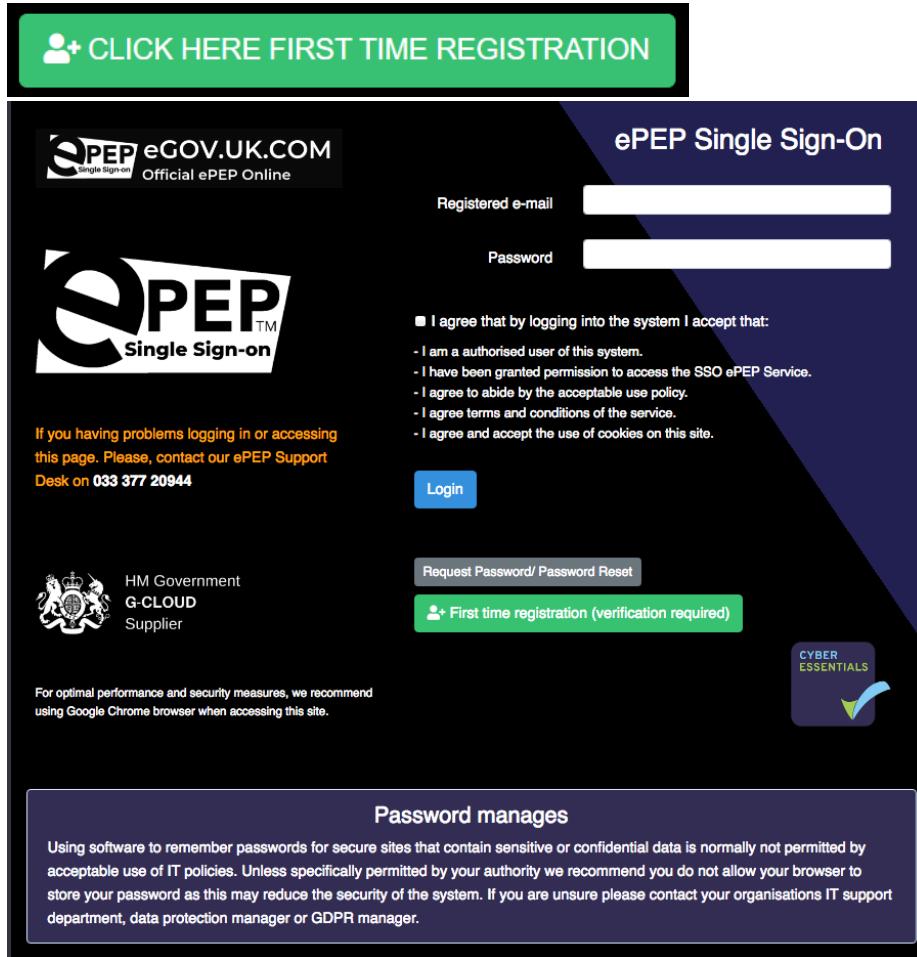
1. Go to eGOV.UK.COM [ePEP - The Official ePEP Platform](https://eGOV.UK.COM)



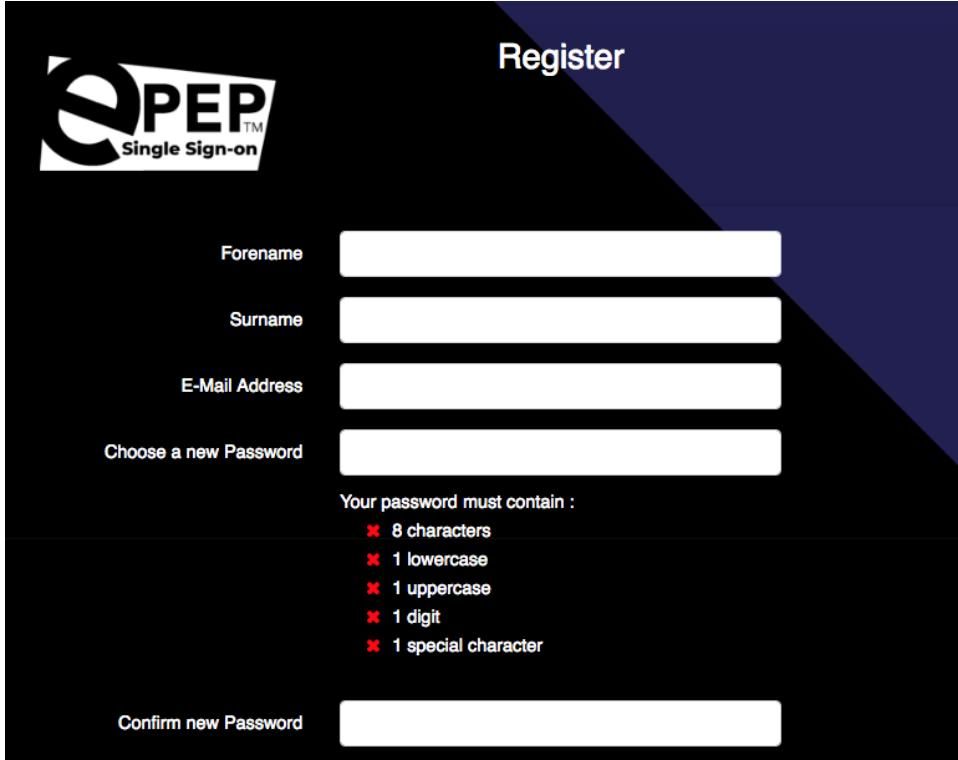
2. Click on 'Login to ePEP Single Sign-on'



3. Click on the green "First time registration button" at the bottom of the screen.

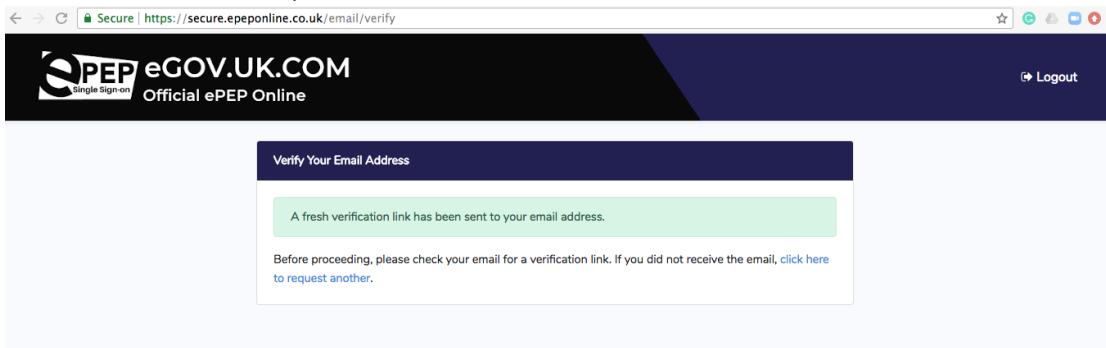


4. Complete the details on screen.
  - Enter your full name
  - Enter the email address used for your notification
  - Choose and confirm a new password
  - Click the Register button



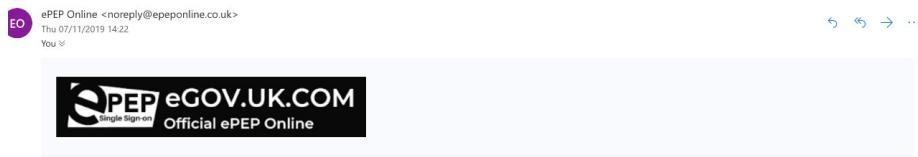
The image shows the 'Register' page of the ePEP Single Sign-on system. The page has a dark background with a purple diagonal stripe. At the top left is the ePEP logo. The word 'Register' is centered at the top. Below the logo are four input fields for 'Forename', 'Surname', 'E-Mail Address', and 'Choose a new Password'. To the right of the password field is a note: 'Your password must contain :' followed by a list of requirements: 8 characters, 1 lowercase, 1 uppercase, 1 digit, and 1 special character. At the bottom is a 'Confirm new Password' input field.

5. A verification link will be sent to your email
  - Check inbox or junk folder for the verification email



The image shows the 'Verify Your Email Address' page of the ePEP eGOV.UK.COM system. The page has a dark background with a purple diagonal stripe. At the top left is the ePEP logo and the text 'eGOV.UK.COM Official ePEP Online'. At the top right is a 'Logout' link. The main content area has a dark header 'Verify Your Email Address'. Below it is a green box containing the message 'A fresh verification link has been sent to your email address.' At the bottom is a note: 'Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another.](#)'

6. Click the Verify Email Address button
  - You will be taken to the login page



Hello!

Please click the button below to verify your email address.

[Verify Email Address](#)

If you did not create an account, no further action is required.

Regards,  
Single Sign-on

If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser: <https://secure.epeponline.co.uk/email/verify/803?Expires=1577140152&Signature=c9ffaa11940ecdc7da559c372099ea18c0fb208ef9ca056560264d25c90a6a1>

## 7. You can now log in by entering email address and password

- Tick the confirmation box
- Click on the Login button in blue



**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](#)

[Request Password/Password Reset](#)

[First time registration \(verification required\)](#)

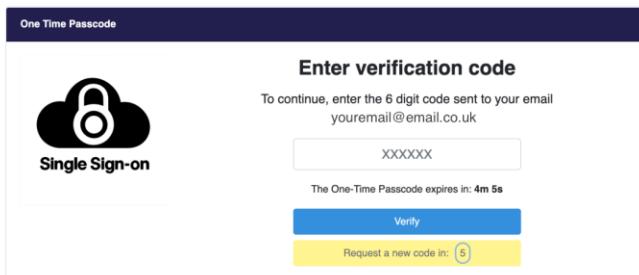
**CYBER ESSENTIALS**

**Password managers**

Using software to remember passwords for secure sites that contain sensitive or confidential data is normally not permitted by acceptable use of IT policies. Unless specifically permitted by your authority we recommend you do not allow your browser to store your password as this may reduce the security of the system. If you are unsure please contact your organisations IT support department, data protection manager or GDPR manager.

## 8. Enter the 6-digit verification code sent to your email

- Click Verify



**One Time Passcode**

**Enter verification code**

To continue, enter the 6 digit code sent to your email  
youremail@email.co.uk

The One-Time Passcode expires in: 4m 5s

[Verify](#)

[Request a new code in: 5](#)

9. You will reach your homepage showing your linked children
  - Click a child's Profile button to access their ePEP record
  - Click an authority name to filter children by authority

Home	Notice Board	Your Learners	Your Messages	PEP Invitations	PEP Meetings	Logout											
Lincolnshire County Council																	
<b>Learners</b>  <table border="1"> <thead> <tr> <th>Username</th> <th>Forename</th> <th>Surname</th> <th>Date Started</th> <th>Target date</th> <th>Meeting date</th> <th>Year group</th> <th>YP</th> <th>SW</th> <th>DT</th> <th>Actions</th> </tr> </thead> </table>							Username	Forename	Surname	Date Started	Target date	Meeting date	Year group	YP	SW	DT	Actions
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