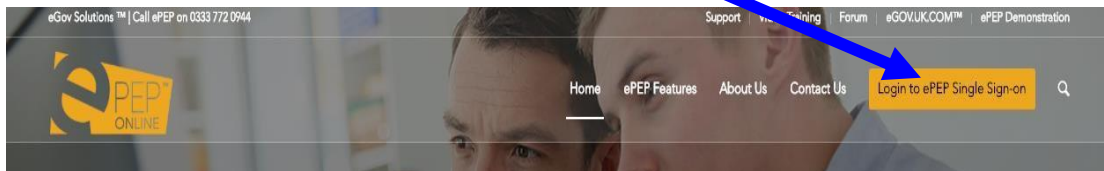




User Guide for Single Sign On Registration

1. Go to eGOV.UK.COM

2. Click on **Login to ePEP Single Sign-on**. The following screen will display:



ePEP eGOV.UK.COM
Single Sign-on 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.

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 manages

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.

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



Register

Forename

Surname

E-Mail Address

Choose a new Password

Your password must contain :

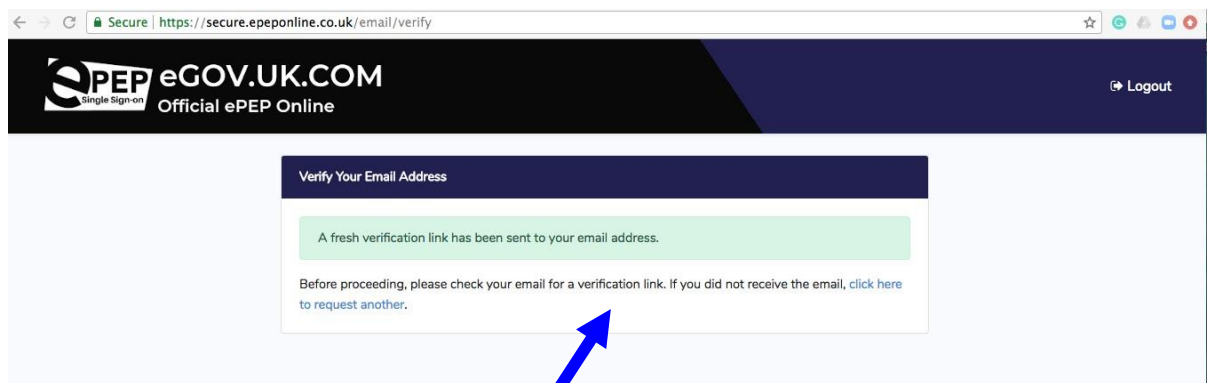
- ✖ 8 characters
- ✖ 1 lowercase
- ✖ 1 uppercase
- ✖ 1 digit
- ✖ 1 special character

Confirm new Password

Memorable Word

Confirm Memorable Word

4. Enter your full name
5. Email address that was used to send this notification
6. Choose a new Password & confirm new password
7. Choose a memorable word
8. Confirm your memorable word
9. Click the **Register** button in blue



10. A verification link has been sent to your email address

11. Check your inbox or your Spam/Junk folder for the link



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=1573140152&signature=c91ffa11a940cdc7da550c332099ea18c0f8b20b6d9ca05656026425c90afa61>

12. Click on the verify email address button

13. It will take you to the log in page for you to enter your email address and password

ePEP eGOV.UK.COM
Official ePEP Online

ePEP Single Sign-On

Registered e-mail

Password

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- 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 \(verification required\)](#)

HM Government
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14. You can now log in by entering your email address and password in the white boxes

15. Click the box to confirm


16. Click on the Login button in blue

Memorable Word

Please enter the indicated characters from your memorable word.

1st 2nd 3rd

[Reset memorable word](#)



17. Enter selected characters from your memorable word as requested

18. Click on Login

The screenshot displays a web application interface with a dark navigation bar at the top containing links for Home, Notice Board, Your Learners, Your Messages, PEP Invitations, PEP Meetings, and Logout. Below this, the interface is divided into three main sections, each representing a different council:

- Lincolnshire County Council** (green header):
 - Learners**: A table with columns: Username, Forename, Surname, Date Started, Target date, Meeting date, Year group, YP, SW, DT, Actions.
 - Messages**: A table with columns: Description, Updated, From, Actions.
 - Task Manager**: A table with columns: Description, Date Created, Actions.
- Wokingham Borough Council** (purple header):
 - Learners**: A table with columns: Username, Forename, Surname, Date Started, Target date, Meeting date, Year group, YP, SW, DT, Actions.
 - Messages**: A table with columns: Description, Updated, From, Actions.
 - Task Manager**: A table with columns: Description, Date Created, Actions.
- London Borough of Camden** (teal header):
 - Learners**: A table with columns: Username, Forename, Surname, Date Started, Target date, Meeting date, Year group, YP, SW, DT, Actions.
 - Messages**: A table with columns: Description, Updated, From, Actions.
 - Task Manager**: A table with columns: Description, Date Created, Actions.

A blue arrow points to the 'London Borough of Camden' header.

19. This is your homepage where you will see all your children that you are attached to the system

20. Click on the child's Profile button to access their full ePEP record including current and past peps

21. Click on the name of the authority to view only the children cared for by that authority.

A video describing this process step by step can viewed at
<http://epep.tv/video-training/> Use the password:
EPEPSSO2020

Further guidance on the registration please contact eGov
Solutions LTD on
0333 772 0944

