University of Essex
School of Health & Social Care

PEMS: Practice Education Management System

A how-to guide for Placement Organisation users

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Introduction

PEMS (Practice Education Management System http://www.oxi.net/pems) is a web-based portal which allows the University of Essex, its students and those placement organisations receiving students to manage their work-based placement activities.

As an organisation user (with appropriate permissions), you can access to PEMS to:

- View details about the organisations to which you are associated
- View and update your own contact details
- View students who have been allocated to placement areas that you are responsible for.

This how-to guide will take you through the tasks you are able to perform using PEMS.
Logging in

To login, type https://pems.essex.ac.uk into the browser of your choice. Google Chrome or Mozilla Firefox are preferable as they allow for more web browser features to be used.

Click on “Click here to log in to PEMS”

If you haven’t received an email invitation to login, you will need to contact the Placement Team at the University of Essex to request an account at practiceplacements@essex.ac.uk

Please note: If you have received an email from PEMS with your login details this means you are already registered and should click on “Click here to login with existing account”. You may be required to change your password on first login.
Dashboard

When logging into PEMS using your username and password, the first screen you will encounter after the login screen will be your dashboard. The dashboard provides links to the areas within PEMS you have access to.

- **Confirmed Placements**

Clicking on this gives you a list of students who are assigned to you in your placement area. It provides your student names, course details, cohort date, placement area location and their placement dates.
• **Placement Reports**

This gives you the same details as the “Confirmed Students” area but an exportable report-style calendar view. In order to export the correct information, you will need to enter the dates of the placement period you wish to see and click preview.
Top Menu

You can also access the following by clicking on the links in the top menu bar as indicated below.

- **Your details**

  Here you can keep your contact details up to date.
• Organisations
Here you can check we have the most up-to-date information on your placement area. If anything is incorrect please let us know by emailing practiceplacements@essex.ac.uk. The Organisation Explorer also contains a direct link to the online Healthcare Placement Profiles to which students are directed.

Where to go for help
If you have any queries regarding PEMS, you can contact our Placement Team at practiceplacements@essex.ac.uk or 01206 873240 / 874312 / 874974
This link can be found at the bottom of every screen in the page footer and you can create an email automatically by clicking on the email address in the footer.