How to add Mentors in ARCPEP

Click on the **Mentors/Educators set up** tab

On the following screen, first step use the **Search** engine to see if the mentor you wish to add is already in the database if not click on **Create New Mentor/Educator** tab.

On the following screen, complete the Mentor details including the minimum PIN number and email address, then **Save Changes**. You do not have to complete all the fields.

Once you have saved the changes click on the green **File Cabinet** icon to check-in the newly created mentor into the database.

To link the Mentor to a placement, navigate next to the **Hosts/Placements** tab

To link your mentor to your placement, click on **Link Mentor/Educator to hosts**

On the following screen, **Search** for the placement you need to link your mentor to and click on the **Link** button next to the correct placement name.

You can also link new mentors to a placement via the **Hosts** tab, by searching for the specific placement and then editing the PEP via the **Mentors/Educators** tab.