

ARC School Portal

Registering for a

New Account

Guide

Registering for a new account

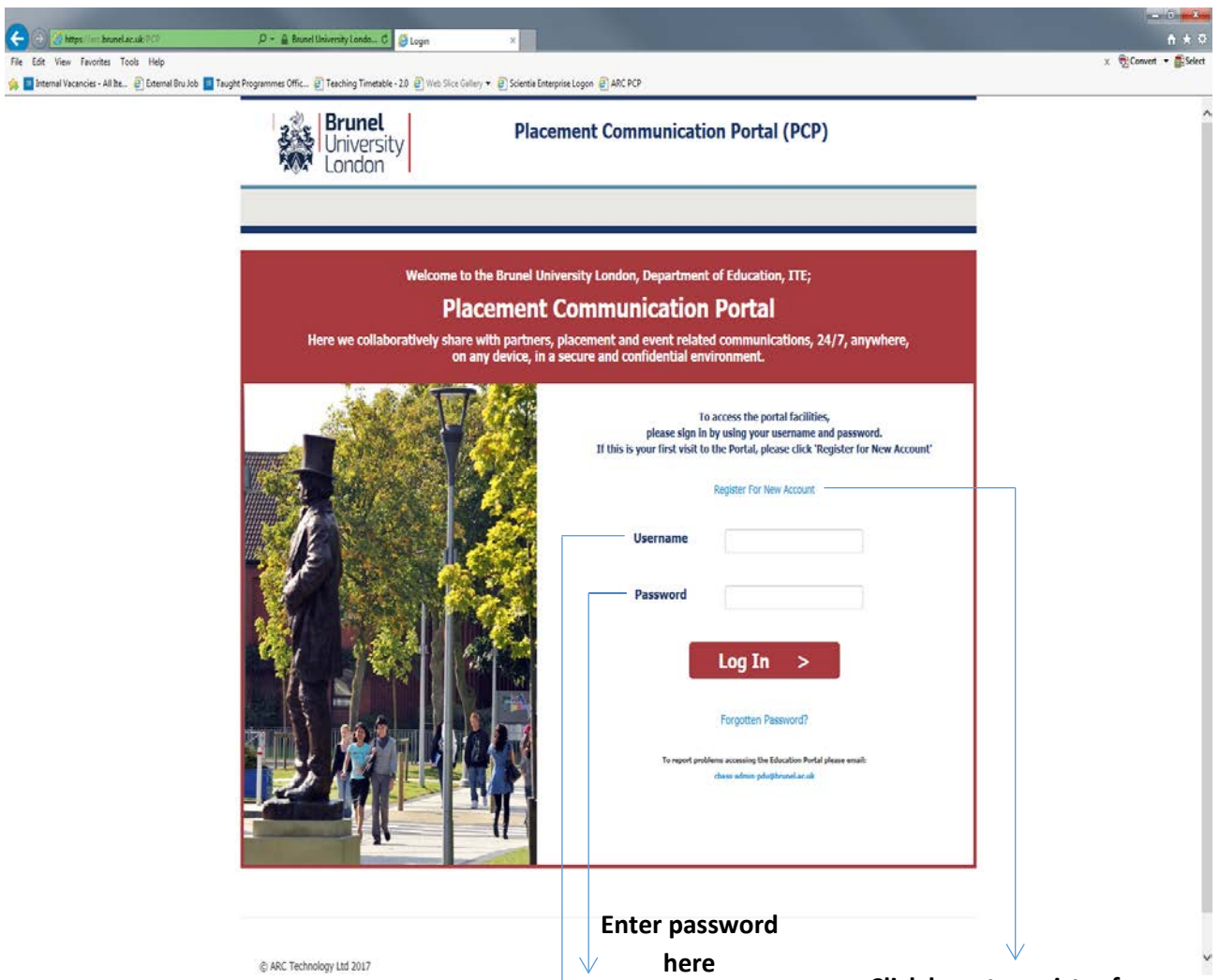
To register for a new account you must first contact the Partnership Development Unit on cbass-admin-pdu@brunel.ac.uk to nominate an email address to be used as the user name.

The office email for individual schools is currently used as a default user login, however for data protection purposes, we suggest you change this to the PCM/ ITE Coordinator's email address.

Once you receive confirmation from one of the team that your nominated email address is updated, enter the following Web Address into your browser to begin registering your account:

<https://arc.brunel.ac.uk/PCP>

Click on 'register for a new account' and enter your nominated email address.



Welcome to the Brunel University London, Department of Education, ITE;

Placement Communication Portal

Here we collaboratively share with partners, placement and event related communications, 24/7, anywhere, on any device, in a secure and confidential environment.

To access the portal facilities, please sign in by using your username and password.
If this is your first visit to the Portal, please click 'Register for New Account'

[Register For New Account](#)

Username

Password

Log In >

[Forgotten Password?](#)

To report problems accessing the Education Portal please email:
cbass-admin-pdu@brunel.ac.uk

© ARC Technology Ltd 2017

Enter username here

Enter password here

Click here to register for a new account



Placement Communication Portal (PCP)

Register For New Account

Please enter your email address to register for an account.

Temporary login information will then be sent to you in two emails for you to reset to a permanent memorable password.

Your Email Address:

Register >

Enter nominated email
address here

Once the email address has been entered please click on register. You will then get a message that a temporary password has been sent to your nominated email address.

Please see screen shot below



Placement Communication Portal (PCP)

Welcome to the Brunel University London, Department of Education, ITE;

Placement Communication Portal

Here we collaboratively share with partners, placement and event related communications, 24/7, anywhere, on any device, in a secure and confidential environment.



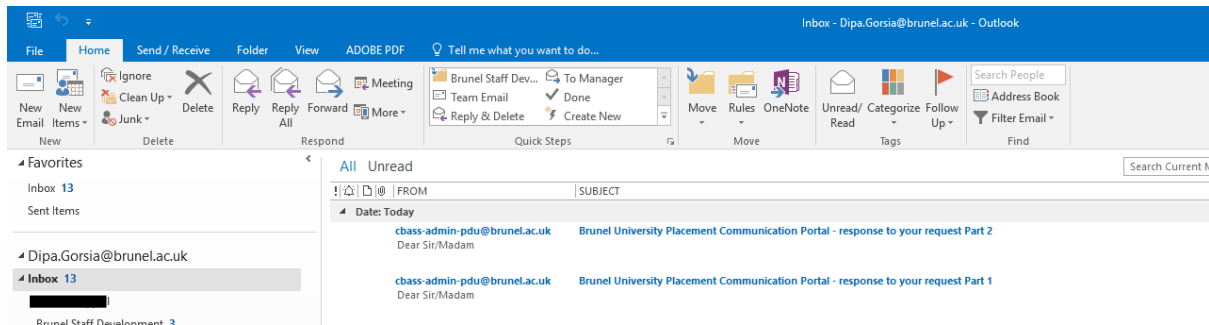
To access the portal facilities,
please sign in by using your username and password.
If this is your first visit to the Portal, please click 'Register for New Account'

[Register For New Account](#)

Thank you. A temporary password has been sent to
your email address.

Temporary Password
email notification

You will then receive a two part email. See screen shot below:



This will be the final part of your registration. Email 1 will confirm your nominated email address as the username.

Email 2 will give you a temporary password. Please follow the instructions via this email to reset your password to something more memorable and then your logging in details have all been set for you to access the portal.

If you have any queries please do not hesitate to contact us on cbass-admin-pdu@brunel.ac.uk.