


HOW TO REGISTER YOURSELF IN PEP
(Professional Experience Program Online)

1. You need your NSU ID to register with PEP.
2. Go to <http://pharmacy.nova.edu>
3. On the main page find the link “Professional Experience Online (PEP)”. Click on it. It will take you to login screen of PEP.
4. On the PEP login screen click on the “Student” radio button.
5. Enter the word “**rotations**” (no quotes) into the field marked “User ID”.
6. Click on the  button to login.
7. You should see an entry form. Enter all the information as appropriate. The fields with * are required. The immunization information is at this point not necessary. You will update your Personal Information at a later time.

Note for 1st year International Program students: if you do not have the NSU email yet, temporarily enter the following into the field marked NSU email:

yourNSUID@nova.edu

Of course, substitute yourNSUID with your true NSU ID. For example, if your NSU ID IS N00123456 then enter your email to be N00123456@nova.edu .

Remember to change this as soon as you get your real NSU email account. You will be able to change this on the “Personal Information” once you are in PEP.

International Program students: enter **2009** as your **Graduation Year**.
Entry Level Pharm.D. students: enter **2011** as your **Graduation Year**.

8. Click on the Submit button.
9. You should see a confirmation screen.
10. Sign off from PEP (there is a link on the confirmation page you need to click).
This is very important (to sign off), so you may login again to PEP with your User ID and have access to all features of PEP.
11. Once you Sign Off – go to PEP again (the same way as described above), but this time login with your NSU ID.