

SPARC Quick Start Guide

Updated 13/12/2024

This document is a quick start guide for how to access your student placement allocations through [SPARC](#).

For detailed instructions on how to run reports, source student photos and access accessibility information please see our detailed [Information for Providers Guide](#).

Signing into the SPARC website

1. You will receive your login details from Medicine Placements Team medicine-placements@leeds.ac.uk to enable you to sign in for the first time. If you do not have these details you can press the Forgot your password? link in order to retrieve these via email.
2. To sign into the SPARC website, click on the following link, <https://www.sparc.leeds.ac.uk/pep>

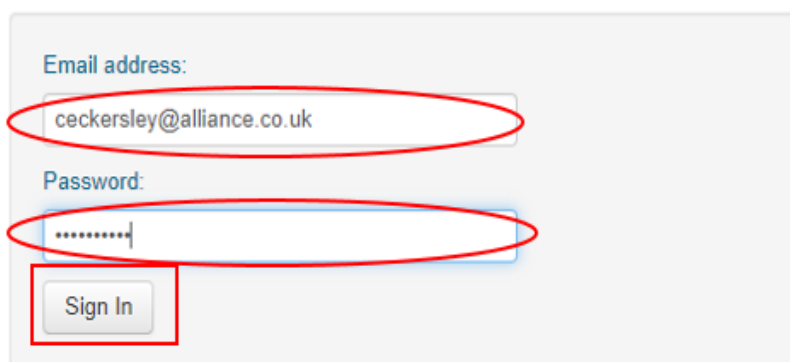
The 'Sign In' page is displayed.

3. Enter your email address and the password in the appropriate boxes.

Welcome to SPARC (Students and Placements in ARC)

To see your student allocations, please sign in with your email address and password.

If you are signing in for the first time, please click the *Forgot your password?* link below to request your password.



Email address:
ceckersley@alliance.co.uk

Password:

Sign In

[Forgot your password?](#)

[Contact Us](#)

Locating Placement Allocations

Once you have logged into SPARC you will be able to view student placement allocations assigned to your area. If you are a contact for more than one practice area, the different areas will be listed for you to select from.

Practice Area:	
Status:	☒ Active ☐ Deactive ☐ Archived ☐ All
Search	

Number of hosts: 18

Practice Area

[AML - Alliance Medical Westmorland MRI Centre](#)

[AML - CHAPEL ALLERTON CT](#)

[AML - Doncaster & Bassetlaw Mobile Lung CT Health-Churchgate](#)

[AML - Doncaster & Bassetlaw Mobile Lung CT Health-TESCO](#)

[AML - Freeman Hospital, PET-CT](#)

1. Click the 'Practice Area' link of the practice you wish to view:

Practice Area:	
Status:	☒ Active ☐ Deactive ☐ Archived ☐ All
Search	

Number of hosts: 18

Practice Area

[AML - Alliance Medical Westmorland MRI Centre](#)

[AML - CHAPEL ALLERTON CT](#)

[AML - Doncaster & Bassetlaw Mobile Lung CT Health-Churchgate](#)

[AML - Doncaster & Bassetlaw Mobile Lung CT Health-TESCO](#)

[AML - Freeman Hospital, PET-CT](#)

2. Enter the date range for which you wish to view student placement allocations and click 'Show Students':

Host/Placement Name

AML - FREEMAN HOSPITAL, PET-CT

Current Sequence

1

Students

Contacts

Reports

View Students on Placement

Date From

13/02/2023

Date To

26/02/2023

☒ Display all students

☐ Display only active students

Show Students

3. Student placement allocations will be displayed under the 'Student Details' tab.

You can view their name, the placement dates and their email address – **please use this contact information to get in touch with students and provide placement information and reporting instructions for the upcoming placement.**

Student Details										
	Name	Photo	Intake	Experience / Day Description	Date from	Date to	Email	Days	Hrs Allocated	Shift Pattern
+		View Photo	BS-RAD-16 21/22	ALLIANCE MEDICAL PLACEMENT [Medicine Placement]	13/02/2023	19/02/2023	@leeds.ac.uk	5	37.30	MTWTF--

If no students have been allocated to your site for the dates you are searching for, you will see the following information:

Host/Placement Name

AML - DONCASTER & BASSETLAW MOBILE LUNG CT HEALTH-TESCO

Current Sequence

1

Students

Contacts

Reports

View Students on Placement

Date From

13/02/2023

Date To

26/02/2023

☒ Display all students

☐ Display only active students

Show Students

Student Details

No student found for the selected date range.