

## HOW TO SUBMIT AN OFFER USING INPLACE

We accept offers through our placement management system, InPlace.

- If you do not yet have an account, you will receive a separate email with a link to create one today with the subject line "U of T OT and SLP Clinical Placement Management System, Account Creation" from the email [ot.slp.clinicalplacements@utoronto.ca](mailto:ot.slp.clinicalplacements@utoronto.ca).
- If you did not receive this e-mail, please first check your junk folder and then contact [slp.clinicalaffairs@utoronto.ca](mailto:slp.clinicalaffairs@utoronto.ca).
- Note: this link will expire in 24 hours, but if you follow the link at the bottom of the page you will be able to reset it.

**Once you have an account, follow these steps to submit placement offers.**

- Click on this link <https://utoronto-ca.inplacesoftware.com> (Note: If this does not work try copying the url directly into your browser)
- Select "Other Account" and enter your log-in details. A reminder that your username will be your e-mail address
- On the home page you will see the title "Placement Requests" with a list of available opportunities below. Specific details on each opportunity are available on the attached Placement Information document.
- Select the desired course and hit the "Respond" button
- You can then follow the prompts to fill in offer details and submit. Note: You will see some additional instructions in the blue section at the top of the form that may be helpful in completing the offer
- Use the "autofill from existing opportunity" button on the top right corner to reuse an existing offer.
- You can review any of your offers at any time by clicking on "Submitted" in any placement unit.
- Detailed instructions and links for "how to" videos are available on the attached Entering Offers Cheat Sheet.

Here are a few videos that you may find helpful when submitting offers for the first time. There have been a few changes since they were recorded but they should give you a general idea.

### **Submitting Placement Offers Using Opportunities**

<https://play.library.utoronto.ca/watch/d22b6019f763c409a82259755b04ffbf>

### **Saving and Editing Opportunities (Placement Offers)**

<https://play.library.utoronto.ca/watch/ad7526fa4facc530550cb46ed57e66b2>