

Offer Submission Cheat Sheet

How to Activate your Account and Create a Password

If you require an account to be created for you contact Kristina at slp.clinicalaffairs@utoronto.ca. An email will be sent to you from ot.slp.clinicalplacements@utoronto.ca with a link which will take you to a page asking you to create a new password. If the link has expired, click “resend link” to reset it. Enter your password. This will be the password you will use to log in to InPlace.

How to Submit a Placement Offer

Follow these steps:

- Click on this link: utoronto-ca.inplacesoftware.com (Note: If this does not work, try copying the *url* directly into your browser)
- Select "Other Account" and enter your login details. A reminder that your user name will be your e-mail address.

Once you are logged in:

- On the home page you will see the title “Placement Requests” with a list of available opportunities below (i.e., course code links).
 - If you do not see any available opportunities you may need to reload the page, or log in using an incognito tab in chrome.
- Select the desired course code and hit the “Respond” button.
- If you have submitted offers in the past you can now submit a copy of them (see below for further instructions)
- You can then follow the prompts to fill in offer details and submit. The last page of this documents contains the prompts.
- You can review any of your offers at any time by clicking on “Submitted” in any placement unit.
- Student information will be linked to placement offers once students are assigned.

You will now be able to save time by copying past offers rather than starting a fresh offer each time!

- In order to reuse existing offers, follow the same process above. Once the opportunity is open, in the upper right-hand corner you will see a button labeled “Autofill from Existing Opportunity”.

- Then from **Select Campaign** find the campaign where you submitted the previous offer.

Autofill from Existing Opportunity ✕

Any details that you have entered in the form will be replaced with a copy of responses from the selected Opportunity.

Select Campaign 🔍

Select Opportunity* ▼

✕ Cancel Confirm

- This will populate the menu under **Select Opportunity**. In this pull-down menu choose the opportunity you wish to copy.
- If an opportunity is not available for use, you will need to cancel and start a new offer.

INSTRUCTIONS FOR SUBMITTING A NEW OFFER

The following instructions are included in the header of each placement opportunity form. We are including them here as well to guide your completion of the form.

Please contact slp.clinicalaffairs@utoronto.ca if you need further guidance.

SLP CLINICAL PLACEMENT OVERVIEW

NAME: Use an acronym for the site name that easily identifies the placement/site and department or unit such as UHN - acute/chronic care

DESCRIPTION: Please type over the prompts in the text box. If your organization has multiple locations, please include the specific location in this section. If your offer is part- time include the days here (M, W, Th etc.)

KEY WORDS: From each of the 8 categories choose 1 or more keywords that apply to this placement. Please provide as many keywords as possible.

ATTACHMENTS: This is an optional section where you can attach additional documentation for the student if any is required, available (confidentiality agreements, instruction manuals, training material).

SLP CLINICAL PLACEMENT DETAILS

AGENCY: This will autofill. If you need to adjust this you can use the x to remove it and search available names, or reach out to slp.clinicalaffairs@utoronto.ca and she can adjust this as necessary.

PLACEMENT START/END DATES: Provide the exact start and end dates for each placement using the calendar prompt.

DURATION: This will autofill to the default of a full-time placement. SLP1500 and SLP1508 a full-time placement is 40 days. SLP2500 a full-time placement is 50 days. Adjust this only the offer is part time.

NUMBER OF PLACES: "Number of Places" means the number of SLP students for the placements you are describing.

APPLICATION DETAILS

DISPLAY FROM: This is auto-filled. Please DO NOT edit this date.

APPLICATION INSTRUCTIONS: In this text box instruction include any additional details, requirements that the students need to know.

APPLICATION REQUIREMENTS: In this text box add information about your site's requirements regarding police record checks, etc.

CONTACT INFORMATION

The individual who enters the offer is automatically included here and will be considered the Site Coordinator for this placement. If you are not the Site Coordinator but you are entering an offer please add the site coordinator but do not check off Supervisor. Supervisor means Clinical Educator in the system.

To enter the individuals who will be working directly with the students as clinical educators, click in the field and begin typing their names. Once the name pops up with (Clinical Educator) next to it click add. Then check off the supervisor check box.

If you are a Site Coordinator and a Clinical Educator, please find your Clinical Educator record in the list, add it to the offer and check off supervisor.

If you are adding a new Clinical Educator who is not already in the InPlace system, you will not see them on this list and you will need to first add them as an "Agency Personnel". You can do this as follows

STEPS TO ADD AGENCY PERSONNEL WHO AREN'T IN INPLACE ALREADY:

- Click the add new personnel button
- Choose Clinical Educator from the TYPE pull-down menu
- Add name and contact details (email and phone number)
- Check off "permit view" (do not check off the other two check boxes "receive correspondence" or "student contact").
- Select "Save"