

InPlace Offer Submission Tip Sheet

Activating Your Account and Creating a Password

If you need an account created, contact rss.slplined@utoronto.ca. You will receive an email from ot.slp.clinicalplacements@utoronto.ca (*no-reply email*) with a link to create a new password.

- If the link has expired, click “Resend Link” to reset it.
- Enter your new password. This will be your login password for InPlace.

Submitting a Placement Offer

1. Go to: <https://utoronto-ca.inplacesoftware.com/admin/>
(*If the link doesn't work, try copying and pasting it into your browser.*)
2. Select “Other Account” and log in using your email address.
3. On the homepage, under “Placement Requests”, you’ll see a list of available opportunities (course codes).
 - If no opportunities appear, try reloading the page or using an incognito window in Chrome.
4. Select the desired course code and click “Respond.”
5. If you’ve submitted offers before, you can now copy them (*see next section*).
6. Follow the prompts to complete and submit your offer.
(*Prompts are listed at the end of this document.*)
7. To review your offers, click “Submitted” in any placement unit.

Copying a Previous Offer

To save time, you can reuse past offers:

1. Follow the same steps above to access the opportunity.
 2. In the top-right corner, click “Autofill from Existing Opportunity.”
 3. Under Select Campaign, choose the campaign with the previous offer.
 4. Under Select Opportunity, choose the offer to copy.
- ⚠ If the opportunity is unavailable, you’ll need to cancel and start a new offer.**

Instructions for Submitting a New Offer

These instructions are also included in each placement opportunity form.

For help, contact rss.slplined@utoronto.ca.

SLP Clinical Placement Overview

- NAME: Use a clear acronym (e.g., UHN – Acute/Chronic Care).
 - DESCRIPTION: Overwrite the prompt. Include specific location and days (e.g., M, W, Th) if part-time.
 - KEYWORDS: Choose 1+ keywords from each of the 8 categories.
 - ATTACHMENTS: Optional. Add documents like confidentiality agreements, manuals, or training materials.

SLP Clinical Placement Details

- AGENCY: Autofills. To change, remove and search for the correct name or contact rss.slpclined@utoronto.ca.
 - PLACEMENT START/END DATES: Use the calendar prompt to enter exact dates.
 - DURATION: Defaults to full-time.
 - SLP1500 & SLP1508: 40 days
 - SLP2500: 50 days
Adjust only if part-time
 - NUMBER OF PLACES: Number of SLP students for this placement.

Application Details

- DISPLAY FROM: Autofilled. Do not edit.
- APPLICATION INSTRUCTIONS: Add any extra details or requirements for students.
- APPLICATION REQUIREMENTS: Include site-specific requirements (e.g., police checks).

Contact Information

- The person submitting the offer is listed as the Site Coordinator.
- If you're not the Site Coordinator, add them (but don't check "Supervisor").
- To add Clinical Educators:
 - Start typing their name and select the one marked (Clinical Educator).
 - Check the Supervisor box.
- If you are both Site Coordinator and Clinical Educator:
 - Add your Clinical Educator record and check Supervisor.

Adding New Clinical Educators (Not in InPlace)

1. Click Add New Personnel.
2. Select Clinical Educator from the TYPE dropdown.
3. Enter name, email, and phone number.
4. Check "Permit View" only.
5. Click Save.

Here are some videos for your reference:

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>