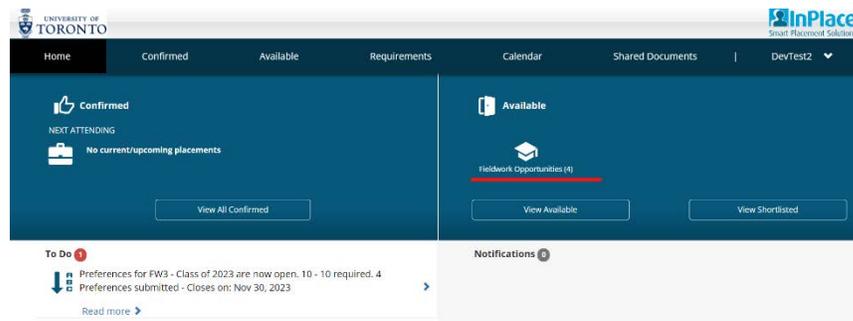


## Submitting Applications and Preferences for Opportunities

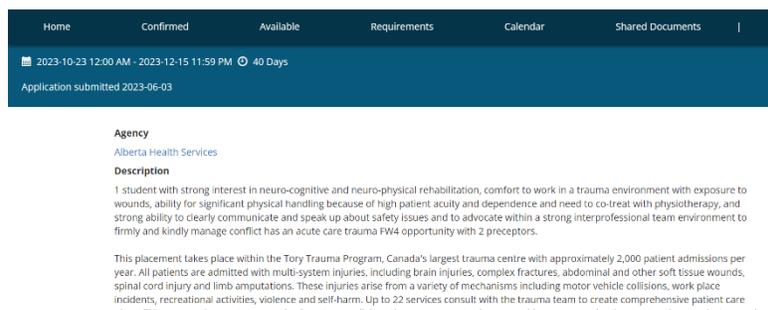
1. Sign into your InPlace account at <https://utoronto-ca.inplacesoftware.com/> using your UofT credentials.
2. The right side of your homepage is the Available section, this will show you the opportunity campaigns that you are able to view based on your enrolment.
3. In the Available section, you can click on one of the icons to view the opportunities associated with that campaign. The number of campaigns and names of them may change depending on your enrolment.



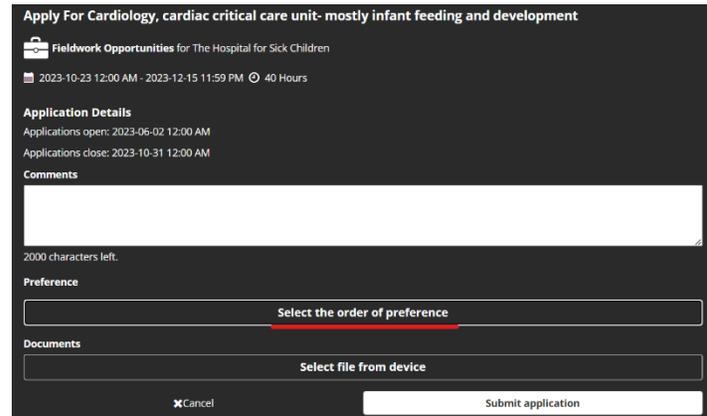
4. This list inside the campaign will show all the offers for you to view and apply to. The filter drop down will allow you to narrow down your search.



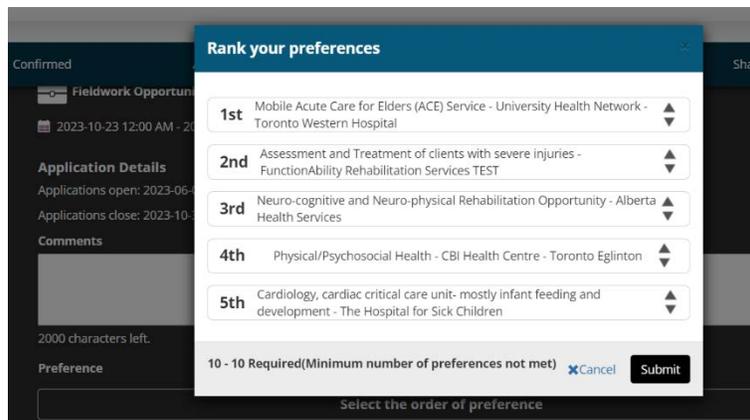
5. Clicking into an opportunity will give you more details about the offer and the ability to apply to it.



6. After clicking “Apply Now” at the bottom of the screen, you will see more details about the application and have the ability to select your preference order.



7. Clicking “Select the order of preference” will bring up all your other applications and you can drag and drop them in the order you’d like.



8. The order of your preferences can be changed at any time before the preferencing period closes by clicking on the widget on your homepage.

