

## Student Fieldwork Preference Selection for Fieldwork 1

1. Once you login to InPlace, you will find Agency Preference Selection available under your To Do List. This will appear for a set time frame (as indicated by your fieldwork instructors and/or as posted in Quercus).

### Welcome to InPlace

The screenshot shows the InPlace dashboard. On the left, there is a 'Confirmed' section with a thumbs-up icon, 'Next Attending' text, and 'No Current or Upcoming Placements' below it. A 'View All Confirmed' button is at the bottom. On the right, there is an 'Available' section with a calendar icon and 'View Available' and 'View Shortlisted' buttons. Below these is a 'To Do' section with a red notification icon and a 'Notifications' section with a red notification icon. A red box highlights the 'To Do' notification: 'Agency Preferences are now open for FW1 - 2024. Closing on: 2024-04-08 at 11:00 PM.' with a right-pointing arrow.

2. Clicking on it opens a list of agencies that you can preference. Pay attention to the date that the preferencing closes on and be sure to complete your preferencing prior to the closing date.
3. A new window will open that allows you to select your preferences. The name of the agency will display with the address of the agency. (Keep in mind that you may need to confirm that the address is correct depending on the location of the agency). Check the box to the right of the agency if you would like to select the agency as one of your preferences.

## Agency Preferences

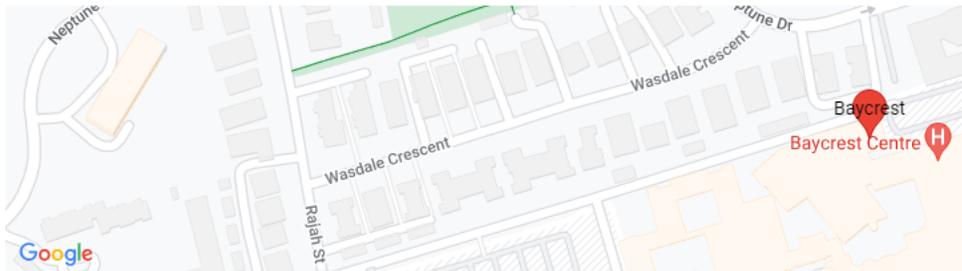
### Select Preferences For FW1 - 2024

FW1 - 2024  
20 - 20 Preferences Required  
Closes 2024-04-08

Filter	▼
46 Agencies	
Baycrest 3560 Bathurst Street, Toronto, ON, M6A 2E1, Canada	<input checked="" type="checkbox"/>
CAMH (Centre for Addiction and Mental Health) 1001 Queen Street West, Toronto, ON, M6J 1H4, Canada	<input type="checkbox"/>
Canadian Mental Health Association - Durham Region (CMHA) 60 Bond Street West, Oshawa, ON, L1G 1A5, CANADA	<input type="checkbox"/>
ErinoakKids Centre for Treatment and Development - Brampton Site 10145 McVean Dr, Brampton, ON, L6T 5C5, CANADA	<input type="checkbox"/>

- Click on the name of the agency (in blue) so see further details.

## Baycrest



3560 Bathurst Street, Toronto, ON, M6A 2E1, Canada

### Additional Agency Details

#### Occupational Science & Occupational Therapy (Discipline)

*Occupational Science & Occupational Therapy (Discipline)*

##### Transportation

Indicate car requirement - Inherited

None

Comments (Maximum 4000 characters)

##### Police Record Check

Is a police record check required? If yes, please specify the level needed. - Inherited

Vulnerable Sector Screen (VSS)

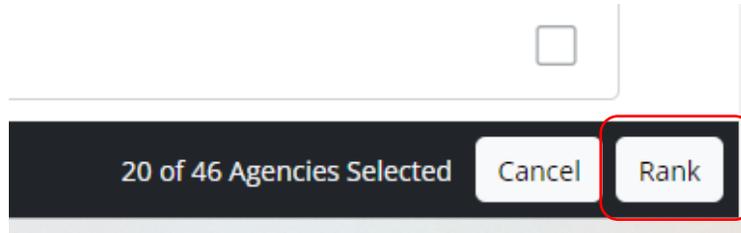
- Continue to select agencies until you have selected the maximum number of agencies (as indicated by your fieldwork instructors and/or as posted in Quercus).

Sunnybrook Health Sciences Centre - St. John's Rehab Campus 285 Cummer Avenue, North York, ON, M2M 2G1, Canada	<input checked="" type="checkbox"/>
Surrey Place Centre 2 Surrey Place, Toronto, ON, M5S 2C2, Canada	<input checked="" type="checkbox"/>
Telus 1131 Leslie St. Toronto, ON, M3C 2J6, Canada	<input type="checkbox"/>
The Hospital for Sick Children (Sick Kids) 555 University Avenue, Toronto, ON, M5G 1X8, Canada	<input type="checkbox"/>
The Salvation Army Toronto Grace Health Centre 650 Church Street, Toronto, ON, M4Y 2G5, Canada	<input type="checkbox"/>
Trillium - Credit Valley Hospital 2200 Eglinton Avenue West, Mississauga, ON, L5M 2N1, Canada	<input type="checkbox"/>
Trillium - Mississauga Hospital 100 Queensway W, Mississauga, ON, L5B 1B8, Canada	<input checked="" type="checkbox"/>
Trillium Health Partners 2200 Eglinton Ave., West, Mississauga, ON, L5M 2N1, CANADA	<input type="checkbox"/>

20 of 46 Agencies Selected

The number you selected will be indicated at the bottom of the screen.

- When you are finished selecting all of your agencies, click the “Rank” button at the bottom of your screen.



- Use the arrows on the right side to preference your list of agencies. Pressing the up arrow will move that agency one space upwards, while pressing the down arrow will move that agency one space downwards.

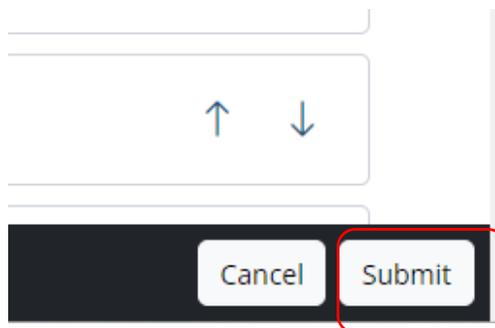
## Agency Preferences

### FW1 - 2024

Select the order of preference

1st	Baycrest 3560 Bathurst Street, Toronto, ON, M6A 2E1, Canada	↑ ↓
2nd	ErinoakKids Centre for Treatment and Development - Mississauga Site 1230 Central Pkwy W, Mississauga, ON, L5C 0A5, Canada	↑ ↓
3rd	FunctionAbility Rehabilitation Services Unit B5 / 9135 Keele Street, Concord, ON, L4K 0J4, CANADA	↑ ↓
4th	FunctionAbility - Markham, York, Durham, Scarborough Unit B5 / 9135 Keele Street, Concord, ON, L4K 0J4, CANADA	↑ ↓
5th	ErinoakKids Centre for Treatment and Development - Brampton Site 10145 McVean Dr, Brampton, ON, L6T 5C5, CANADA	↑ ↓

- When you have finished preferencing your selected agencies, click the “Submit” button at the bottom of your screen.



9. You will be returned to your InPlace home screen. At the top right of your screen, you will see a checkmark with the words "Ranking saved".



10. You will also have a blue checkmark beside Agency Preferences under your To Do list.

