

Confirming Your Agency Address in InPlace

1. Login to InPlace and click on “Agency Details”.



2. You will see a page that looks like this:

A screenshot of the 'Agency Details' form in the InPlace system. The form is displayed below a dark blue navigation bar with a home icon and menu items: Opportunities, Placement Requests, Placements, InFlow Forms, Shared Documents, and My Responses. The form is titled 'General Details' and contains several input fields and a dropdown menu. The 'Agency Name*' field is filled with 'Test OT Agency'. The 'Parent Agency' field is empty. The 'Business Phone', 'Fax', and 'Website' fields are empty. The 'Email' field is empty. The 'Placement Capacity' field is empty. The 'Disciplines' field is filled with 'Occupational Science & Occupational Therapy'. Below the 'General Details' section, there is a section titled 'Additional Agency Details' with a sub-section 'Additional Details'. The 'WSIB' field is filled with 'Yes'. The 'Police Record Check' field is empty. Below the 'Additional Agency Details' section, there is a section titled '2024 -2025 Collaborative Placement Planning Process - Speech-Language Pathology and Occupational Science & Occupational Therapy' with a sub-section 'Budgeted and Practicing Full-Time Equivalent (FTE) Speech-Language Pathologists (SLP)'. The '25 Budgeted Practicing Professionals (SLP)' field is filled with '25 Budgeted Practicing Professionals (SLP)'.

General Details

Agency Name*

Parent Agency

Business Phone

Fax

Website

Email

Placement Capacity

Disciplines

Additional Agency Details

Additional Details

WSIB

Police Record Check

2024 -2025 Collaborative Placement Planning Process - Speech-Language Pathology and Occupational Science & Occupational Therapy

Budgeted and Practicing Full-Time Equivalent (FTE) Speech-Language Pathologists (SLP)

'25 Budgeted Practicing Professionals (SLP)

3. Scroll down on that page until you find “Addresses”.

Addresses



1234 Disney Road,
Toronto, ON M1O U5E

Add address

4. Confirm that the address shown is the address for your agency. Please note that the address for your agency is what we use for fieldwork matches. Students will see this address. If you need to change the address, click “Edit”.

Addresses



1234 Disney Road,
Toronto, ON M1O U5E

Edit

5. If you would like your MCU cheque to be sent to a different address other than the address shown in InPlace for your agency, please email Sonia: ot.fieldworkadmin@utoronto.ca.