

## Responding to Request for Offers in InPlace (Placement Requests)

1. Use “Placement Requests” to submit offers for Introduction to Fieldwork and Fieldwork 1.
2. Accessing InPlace: your internet browser, go to <https://utoronto-ca.inplacesoftware.com/> and select **Other Accounts**.

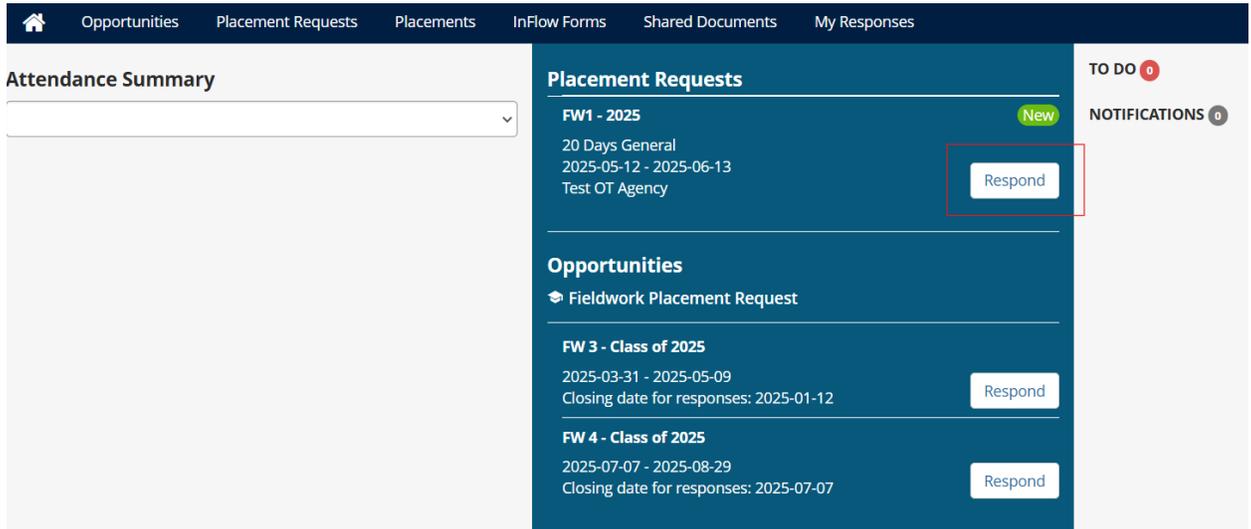


3. Login: Enter the Username and Password that were included in the email you received from InPlace.

The image shows the login form on the InPlace page. At the top center is the University of Toronto logo. Below it is a white box containing two input fields: 'Username' and 'Password'. Below the input fields is a blue button labeled 'Log in with your InPlace Account'. At the bottom left of the box is a link '< Back' and at the bottom right is a link 'Forgot your password?'.

Quantum Information Technology Cookie Policy

- Once you login to InPlace, you will see your homepage. In the centre column will be “Placement Requests”. Click on **Respond**.



- Completing the offer details: When you click **Respond** you will see a screen like this:

**FW1 - 2025**  
 20 days General , 12 May - 13 Jun  
 Test OT Agency

**Activity**

**Number of places**  -

**Start/End Dates**  
 Start:    
 End:

**Experience**  
 Name:  Duration:

**Agency**

**Comments**

**Placement timetable**

**Number of places:** This indicates the number of students that you would like. For Introduction to Fieldwork, students usually come in pairs (2 students). So you would select 2 by pressing the + sign. For Fieldwork 1, you can select the number of students by pressing the + sign.

**Start/End dates and Experience:** These are pre-populated by UofT based on the dates of the actual placement. There is nothing that you need to complete for this section.

**Agency:** Your agency name will display here (ex. UHN - Toronto Rehab). If you are a site coordinator for multiple locations of an agency, you may be able to select the location that the placement will be at from the dropdown menu.

**Comments:** You can add anything here that you would like the student to know.

**Placement timetable:** If there is a specific schedule for the placement, you can click **+ Add weekly schedule** and choose the schedule.

Placement timetable

[+ Add weekly schedule](#)

Week 1	None	AM	PM	Full Day	Half Day	Shift	Night	Start/end time	Start time (24hr)	End time (24hr)
Sun	<input checked="" type="radio"/>	<input type="radio"/>	HH:MM <input type="button" value="⌵"/>	HH:MM <input type="button" value="⌵"/>						
Mon	<input checked="" type="radio"/>	<input type="radio"/>	HH:MM <input type="button" value="⌵"/>	HH:MM <input type="button" value="⌵"/>						
Tue	<input checked="" type="radio"/>	<input type="radio"/>	HH:MM <input type="button" value="⌵"/>	HH:MM <input type="button" value="⌵"/>						
Wed	<input checked="" type="radio"/>	<input type="radio"/>	HH:MM <input type="button" value="⌵"/>	HH:MM <input type="button" value="⌵"/>						
Thu	<input checked="" type="radio"/>	<input type="radio"/>	HH:MM <input type="button" value="⌵"/>	HH:MM <input type="button" value="⌵"/>						
Fri	<input checked="" type="radio"/>	<input type="radio"/>	HH:MM <input type="button" value="⌵"/>	HH:MM <input type="button" value="⌵"/>						
Sat	<input checked="" type="radio"/>	<input type="radio"/>	HH:MM <input type="button" value="⌵"/>	HH:MM <input type="button" value="⌵"/>						

**Supervisor:** InPlace uses the term supervisor to refer to preceptors. In this section you can click **+ Add Supervisor** to enter preceptor(s)' name(s) if known. You can click **Add Me** to add yourself to the placement.

Supervisor

[+ Add Supervisor](#)

[Add Me](#)

If you click **+Add Supervisor**, a search bar will appear under **Name** and you can begin to look for a preceptor. If the preceptor is in InPlace, they will display in the dropdown under **Name**.

Supervisor

Start \* 5/12/2025 End \* 6/13/2025 Name \*

+ Add another Supervisor Add Me Minnie Mouse (Agency)

\*If you cannot find the preceptor's name, click **Add New Personnel** to enter their details.

Supervisor

Start \* 5/12/2025 End \* 6/13/2025 Name \*

+ Add another Supervisor Add Me

The following screen will be displayed:

Personnel <input type="button" value="x"/>		
Details	Personnel Type	Title
	<input type="text" value="Preceptor - OSOT"/>	<input type="text" value=""/>
	First Name	Last Name *
	<input type="text" value="Daffy"/>	<input type="text" value="Duck"/>
	Other Details	Email
	<input type="text" value=""/>	<input type="text" value="daffyduck@disney.ca"/>
	Business Phone	Mobile Phone
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Address		
<a href="#">+ Add Address</a>		
<input checked="" type="checkbox"/> Active		
		<input type="button" value="x Cancel"/> <input type="button" value="Save"/>

For Personnel Type: Select **"Preceptor - OSOT"**

No Title is needed. Phone numbers are not needed.

Enter the **First Name**, **Last Name**, and **Email** address of the preceptor.

Ensure there is a checkmark beside the word **Active**.

Also ensure, that you check the box under **Permit view**. \*Do not check the other boxes.

#### Address

[+ Add Address](#)

Active

#### Discipline

	Permit View	Receive Correspondence	Student Contact
Occupational Science & Occupatio...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click **Save**.

- Complete the Placement Offer: Use the attached document "Placement Offers Coding Sheet" to complete the details for the placement. Some questions are multiple select, some are comment boxes.

#### Placement Offer

##### Offer Information

Placement Methods	▼
Category	▼
Placement Description	▼
Lifespan	▼
Areas of OT practice	▼
Interprofessional education (IPE)	▼
Travel Requirements	▼
Travel Recommendations	▼
Police Record Check	▼
Model of Clinical Education	▼

7. Submitting your placement offers: Once you have finished answering the questions for your placement offer, you have 2 options. If you do not have another offer to submit, click **Submit offer**. If you do have another offer to submit, click **Submit and create another offer**.

✕ Cancel

Submit offer

Submit and create another offer

If you need assistance, please contact the fieldwork administrative team: [rss.otclined@utoronto.ca](mailto:rss.otclined@utoronto.ca).