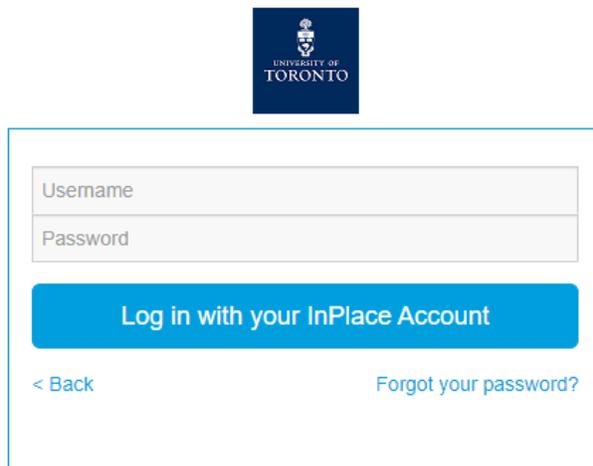


## Responding to Request for Offers in InPlace (Placement Requests)

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**.



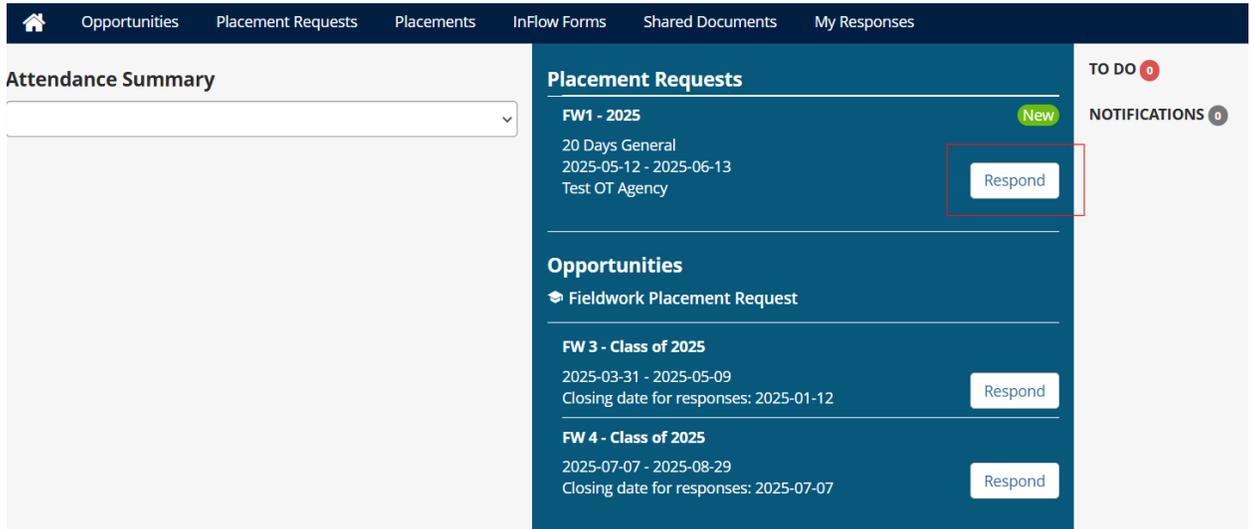
3. Login: Enter the Username and Password that were included in the email you received from InPlace.



The image shows the login form on the InPlace page. At the top center is a small dark blue square containing the University of Toronto crest and the text 'UNIVERSITY OF TORONTO'. Below this is a white box containing two input fields: 'Username' and 'Password'. Below the input fields is a blue button with the text '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?'.

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



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

A screenshot of the 'FW1 - 2025' offer details form. The header shows 'FW1 - 2025', '20 days General , 12 May - 13 Jun', and 'Test OT Agency'. The form fields include: 'Activity' (empty); 'Number of places' (input field with '0', minus, and plus buttons); 'Start/End Dates' (Start: 5/12/2025, End: 6/13/2025, both with calendar icons); 'Experience' (Name: General, Duration: 20, Days: Days); 'Agency' (Test OT Agency); 'Comments' (empty text area); and 'Placement timetable' (+ Add weekly schedule button).

**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	Fax
	<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 have any questions or problems with completing the Request for Offers, please do not hesitate to contact Sonia Mistry: [ot.fieldworkadmin@utoronto.ca](mailto:ot.fieldworkadmin@utoronto.ca).