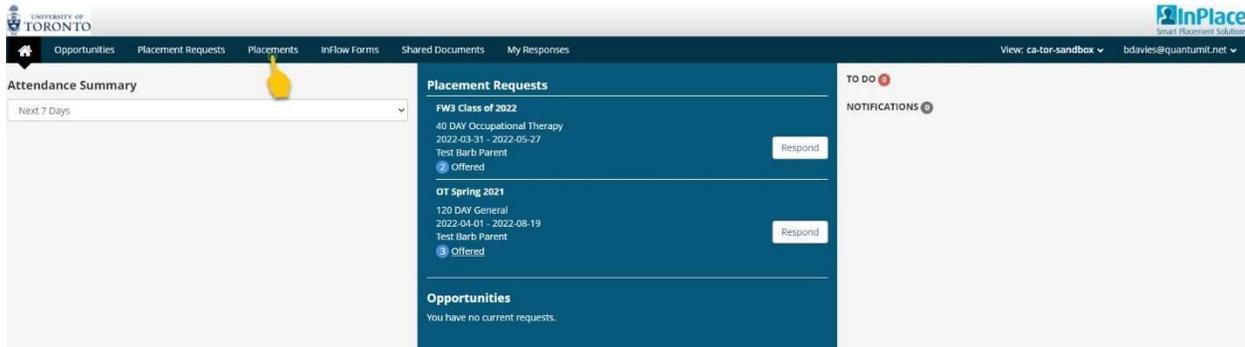
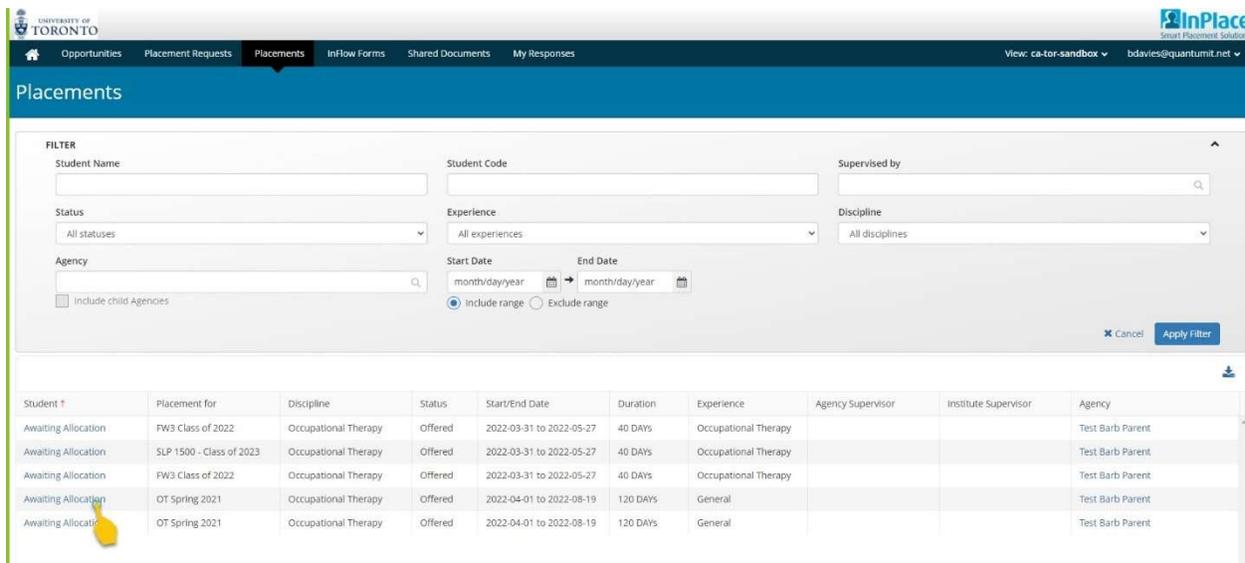


Making Changes to an Offer Once it Has Been Submitted (Placement Requests)

1. Use for Introduction to Fieldwork and Fieldwork 1
2. Login to your InPlace account. Select "Placements" from the menu bar across the top.



3. Look for the Fieldwork Group for which you wish to modify the offer in the list under "Student" and click on **Awaiting Allocation**. You may need to find and organize the placements under "Placement for".



4. Make the changes you wish to make to the various responses.

The screenshot shows the 'Awaiting Allocation' page in the InPlace system. The user is 'Test Barb Parent' and the placement is for 'OT Spring 2021' with a status of 'Offer'. The page has tabs for 'Details', 'Placement Schedule', and 'Assessment Reports (0)'. Under 'Placement Details', there are sections for 'Placement Specific Details' and 'Lifespan'. The 'Placement Specific Details' section includes a dropdown for 'Please indicate the type of placement', a 'Category' dropdown set to 'Physical Health, Mental Health', an 'Internship Type' dropdown set to 'Long term care service (e.g. nursing home), Rehabilitation service, Complex Continuing Care (e.g. LTLD)', a 'Placement Description' dropdown set to 'adding additional information and submitting changes -- April 20', and a 'Lifespan' dropdown set to 'Adult'. A yellow hand cursor is pointing at the 'Internship Type' dropdown arrow.

5. When you entered all of your changes/additions. Select **Submit Changes**.

This close-up screenshot focuses on the 'Placement Description' section. The dropdown is expanded to show 'additional information and submitting changes -- April 20 New information - April 20 11:30'. Below the dropdown is a text input field containing the same text. At the bottom of this section, there are two buttons: 'Submit Changes' and 'Cancel'. A yellow hand cursor is pointing at the 'Submit Changes' button.

If you have any questions or difficulties, contact Sonia Mistry: ot.fieldworkadmin@utoronto.ca.