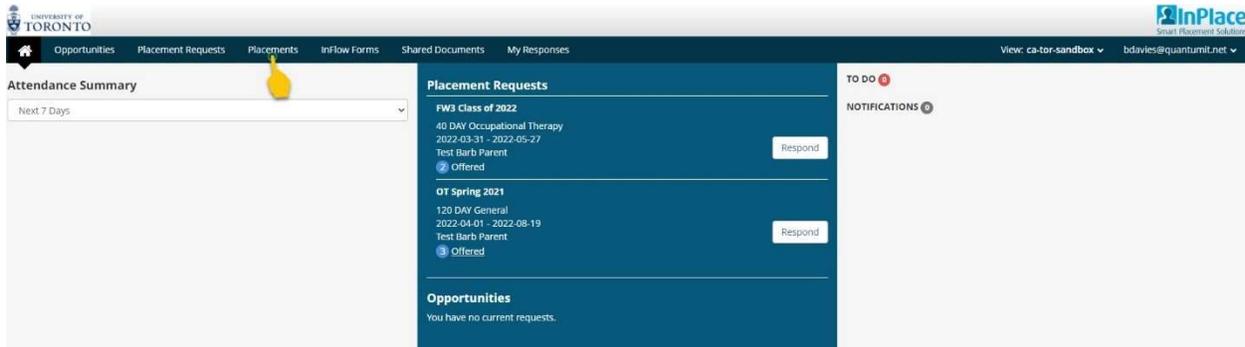
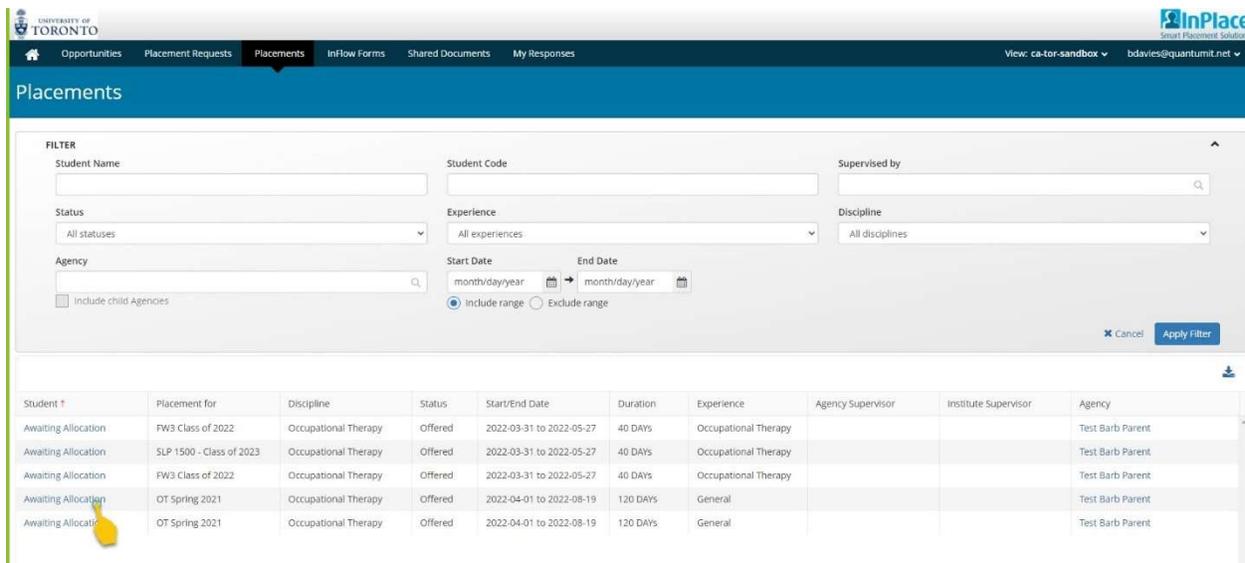


Making Changes to an Offer Once it Has Been Submitted (Placement Requests)

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 includes tabs for 'Details', 'Placement Schedule', and 'Assessment Reports (0)'. Under 'Placement Specific Details', there are several dropdown menus: 'Please indicate the type of placement', 'Category' (Physical Health, Mental Health), 'Internship Type' (Long term care service, etc.), 'Placement Description' (adding additional information and submitting changes -- April 20), and 'Lifespan' (Adult). A yellow cursor is pointing to the 'Internship Type' dropdown.

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

This close-up screenshot focuses on the 'Placement Description' section. It shows a text box containing the text 'additional information and submitting changes -- April 20' and 'New information - April 20 11:30'. Below the text box are two buttons: 'Submit Changes' and 'Cancel'. A yellow cursor is pointing to the 'Submit Changes' button.

If you have any questions or difficulties, contact the fieldwork administrative team: rss.otlined@utoronto.ca.