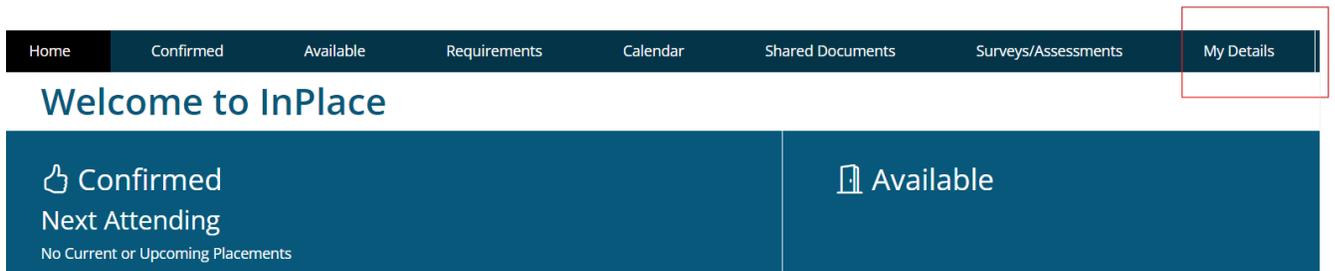


# Completing Additional Student Information in InPlace for Fieldwork Matches

Before you are matched to a fieldwork placement in InPlace, you are required to complete the Additional Student Information form that is found on your home page. The information that you provide on this form will allow the fieldwork team to ensure that you are matched to an appropriate placement.

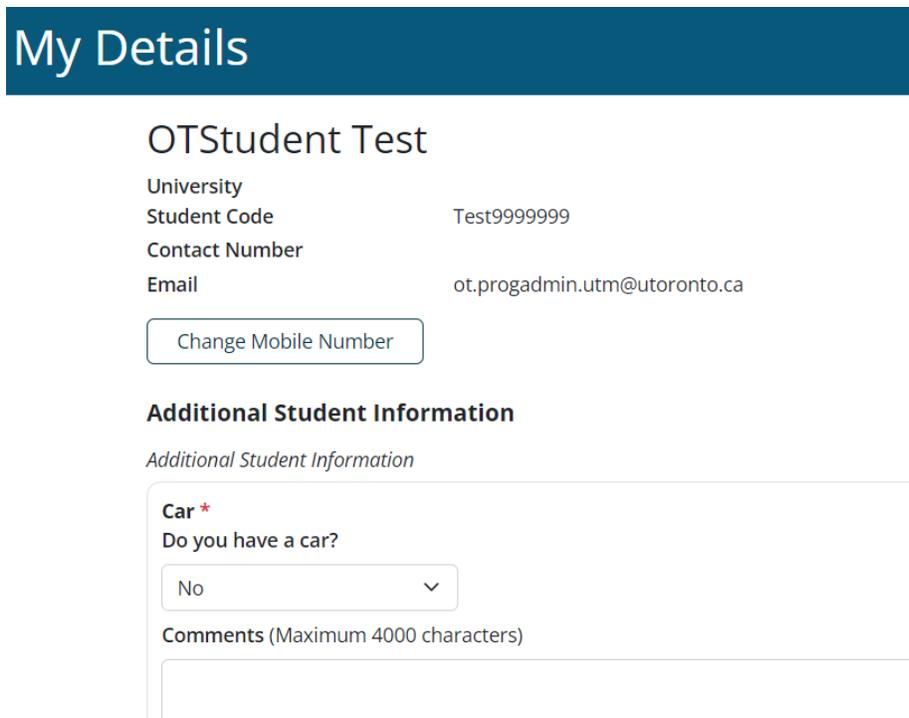
How to complete the form in InPlace:

1. Login to InPlace and click on “My Details” in the top menu.



The screenshot shows the InPlace user interface. At the top, there is a dark blue navigation bar with the following menu items: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, and My Details. The 'My Details' item is highlighted with a red rectangular box. Below the navigation bar, the main content area is divided into two sections. The left section is titled 'Welcome to InPlace' and contains a 'Confirmed' status with a thumbs-up icon, 'Next Attending', and 'No Current or Upcoming Placements'. The right section is titled 'Available' with a calendar icon.

2. The form will display. It is called “Additional Student Information”.



The screenshot shows the 'My Details' page. At the top, there is a dark blue header with the text 'My Details'. Below the header, the page is titled 'OTStudent Test'. Underneath, there is a list of user information: University, Student Code (Test9999999), Contact Number, and Email (ot.progadmin.utm@utoronto.ca). There is a button labeled 'Change Mobile Number'. Below this information, there is a section titled 'Additional Student Information' with the subtitle 'Additional Student Information'. This section contains a form with a required field 'Car \*' with the question 'Do you have a car?'. The dropdown menu is currently set to 'No'. Below the dropdown is a text area for 'Comments (Maximum 4000 characters)'.

3. Scroll through each section and complete the fields using the dropdown menus and comments sections.

**Car \***  
Do you have a car?

No ▾

Comments (Maximum 4000 characters)

4. There is a section to note if you have obtained your Vulnerable Sector Screen/Vulnerable Sector Check. Please use the dropdown to note if you have it or if you have applied for it. Please also note the date of your VSS/VSC or the date you applied for it. You can upload documents as well.

**Select your level of Vulnerable Sector Screen \***  
Do you have a Vulnerable Sector Screen (VSS)/ Vulnerable Sector Check (VSC)? \*enter date below\*

▾

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**Vulnerable Sector Screen Date \***  
Please note the date of your current VSS/VSC or the date when you applied for your VSS/VSC (if you don't have one yet)

year-month-day 

**Attachment**

 Drag and drop files here or [Browse](#)

5. There is also an area where you can note if there are any special considerations and if you are submitting a Special Considerations Form.

**Special Considerations \***  
Are there any special considerations (medical or personal) that need to be taken into account when matching you to a fieldwork site? If so, please fill out a Special Considerations form and submit it to your fieldwork instructor. Please note that fieldwork accommodations are separate from academic ones and need to be established / communicated to the fieldwork instructors by Accessibility Services in advance.

Yes, I am submitting a Special Considerations form 

Comments (Maximum 4000 characters)

6. There is a section called “Other Concerns or Comments” where you can note anything else that is relevant, make comments about a specific fieldwork offer, or note your experience in an area of practice.

**Other Concerns or Comments**

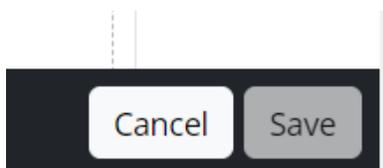
Do you have other concerns or comments?

7. You can note under “Alternate Address” if there is another address that you can stay at during your fieldwork placement.

**Alternate address**

If you have an alternate address you can stay at during your FW placement, please note the address here

8. When you finish completing the form, click “Save” at the bottom.



**\*Note:** Please complete the Additional Student Information form in your My Details before all fieldwork matches.

If you have any questions about completing this form in InPlace, please contact the RSS OT Administrative team: [rss.otclined@utoronto.ca](mailto:rss.otclined@utoronto.ca).