

Submit a *Change Request* to correct errors or add missing details to your placement:

- Change preceptors/mentors
- Add an *additional* or missing preceptor/mentor
- Update preceptor/mentor's email address
- Change placement sites
- Add an *additional* or missing placement site
- Update seminar/clinical instructor



Quick Guides provide very targeted information about a topic. For general documentation, please download the [InPlace Student User Guide](#).

Important: Change Requests are for only for correcting placement records in InPlace. All submitted requests must have already been approved by your program coordinator or school placement staff.

If an agency/preceptor can no longer accommodate your placement or if you must change placements due to other circumstances, please notify Mrs. Tanit Lang-Michelson (tl235@hunter.cuny.edu). Please be as detailed as possible and include details of your new site or preceptor if one has been identified.

Grab the latest version of this guide at
www.hunter.cuny.edu/nursing/current-students/inplace

Review your Placement Details

Open a placement record listed on the **Confirmed** page. On the *Details* tab, review the **Contacts** box to ensure that your Seminar Instructor and Preceptor/Mentor(s) are listed and correct. All preceptors must have a valid email address shown under their name.

If anything is missing or incorrect, click the blue **“Submit Change Request”** button at the bottom of the page:

The screenshot shows the 'Placement Details' page in the InPlace system. The page header includes the HUNTER logo and navigation tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and sm-student. The main content area displays the agency address: 5th Fl / 425 E. 25th Street, New York, New York, 10010, UNITED STATES. Below this is the 'Contacts' section, which lists two individuals: Dr. Frank Flammino (Supervisor, fflammin@hunter.cuny.edu) and Dr. Viktoriya Fridman (College Staff, vf517@hunter.cuny.edu). An orange box with arrows pointing to the contact information contains the text: 'The **Contacts** box should list your seminar instructor, preceptor(s), and a valid email address for each.' Below the contacts is the 'Additional Agency details' section, which includes 'Agency Additional Information' and 'Agency Information'. The 'Agency Borough' is listed as Manhattan. An orange box with an arrow pointing to a blue button at the bottom of the page contains the text: 'When InPlace is upgraded to a new version, this button may revert to its original name, *“Apply for placement reallocation”*.' The button itself is labeled 'Submit change request' and is circled in orange.



Submit Details of Your Request

Submit a detailed explanation of the change being requested, including which 'action' to take (ADD, CHANGE, or REMOVE). Since only one text box is provided, vague or missing information will delay the processing of your request.

Apply for Placement reallocation




Placement for Demo_test

 May 30, 2018 - Aug 19, 2018  209 Hours N768 (pc 3)

Application requirements

Please enter a reason for reallocation

Placement is correct, but my preceptor should be: Dr. Jane Doe, MD, 212-555-1234, jdoe@mskcc.org

 Cancel

Submit application

Details to Include in your Request

CHANGE Preceptor/Mentor at Current Site

“My preceptor has changed to Dr. Jane Doe, DNP, FNP-BC, jdoe@agency.com, 212-555-5555 ext. 1234.”

ADD Preceptor to Current Site

“My preceptor is missing. Please add [Preceptor Name], [Credentials], [Email], [Business or Mobile Phone].”

UPDATE Preceptor/Mentor Email Address

“The email address for [Preceptor Name] is missing. His/her email address is [Email].”

CHANGE Placement Site (and Preceptor)

“This site is incorrect and should be changed to [Full Agency Name], [Department], [Address]. My preceptor at this site is [Preceptor Name], [Credentials], [Email], [Business or Mobile Phone].”

**You may continue logging your hours while this request is being processed.*

ADD Placement Site (and Preceptor)*

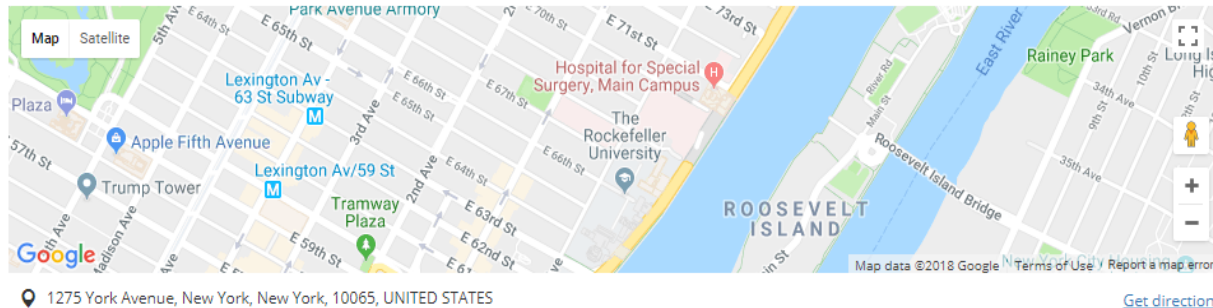
“My 2nd placement is missing. Please add [Additional Agency Name], [Department], [Address], [Preceptor Name], [Credentials], [Email], [Business or Mobile Phone].”

Keep a **separate log of your hours while waiting for a missing site to be added. Do not log hours from the missing site using your other site’s logbook. To expedite this request, contact your placement coordinator.*

If you have no placement, the Change Request form will not be available. Contact your placement coordinator for help.

When your request is submitted, a green confirmation box will appear in the top-right of your screen. A blue bar will also be shown across the placement details page.

The screenshot shows the HUNTER application interface. At the top left is the 'HUNTER' logo. Below it is a navigation bar with links: Home, Confirmed, Available, Requirements, Calendar, and Shared Documents. In the top right corner, a green notification box displays a checkmark and the text 'Application Submitted'. Below the navigation bar, there is a '<BACK' link and the title 'Memorial Sloan Kettering Cancer Center (MSKCC)'. Underneath, a briefcase icon is followed by the text 'Placement for TEST NURS 00000 1P01 PRA 2018 SU - 2018 SUMMER TERM (5/30/2018 to 8/19/2018)'. Below that, a calendar icon is followed by '5/30/2018 - 8/19/2018' and a clock icon followed by '209 Hours N768 (pc 3)'. A horizontal menu below contains tabs for 'Details', 'Schedule', 'Docs', 'Assessment', and 'Carpool'. At the bottom of this menu, a blue bar contains the text 'Change Request submitted 3/20/2018', which is circled in orange. A close button 'x' is visible in the top right of this bar.



In most cases, you may continue to log your hours while waiting for your change request to be processed. The only exception is if you have been placed at two or more sites and one of them is missing. In this case, please keep a separate record (paper, Word document, calendar app, etc.) until the site is published in InPlace.

Change Request Statuses

Once the change request has been reviewed and processed by placement staff, its status will be updated and displayed on your home screen:

Your change request for Memorial Sloan Kettering Cancer Center (MSKCC) was Accepted.
Message: Preceptor updated, thank you -Tanit Lang

Statuses for Change Requests:

- **Submitted** – initial status when submitted by student
- **Pending** – request is under review
- **Accepted** – request has been approved/processed
- **Not Approved** – request was not approved or has been closed for another reason (e.g., no action needed).

*If you encounter a problem when trying to submit a Change Request,
please contact your placement coordinator for assistance.*