This guide explains how to submit your placement information in InPlace for an upcoming practicum.

Before submitting a placement, it should be tentatively (or verbally) approved by the agency/preceptor (no “cold” requests, please).

**Information needed for form:**

- Agency name, department/unit, business address, and phone number.
- The full name, credentials, role/specialty, email address, and phone number of a qualified Preceptor who has verbally agreed to work with you.
- The name, phone number, and email address of a Clinical Contact (e.g., agency personnel from nursing education, administration, etc.) responsible for formally approving/coordinating placements at the agency.

**Quick Guides** provide very targeted information about a topic. For general documentation, please download the InPlace Student User Guide.

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**Student or Program Coordinator**

Student and/or the program coordinator identifies a placement with an agency/preceptor

**Student**

When a placement is found, student submits their agency, preceptor, and clinical contact/COORDINATOR in InPlace

**School Placement Staff**

Placement Staff processes the request and certifies that the student is cleared for placement with the agency.

Grab the latest version of this guide at [www.hunter.cuny.edu/nursing/current-students/inplace](http://www.hunter.cuny.edu/nursing/current-students/inplace)
Log in to InPlace at https://huntercollege-us.inplacesoftware.com.

Click the top button (Staff and Students) and login with your Hunter NetID.

NetID information from ICIT: www.hunter.cuny.edu/it/help-docs/the-hunter-netid

If you do not know your NetID: https://netid.hunter.cuny.edu/verify-identity

To reset your NetID password: https://netid.hunter.cuny.edu/forgot-password

On the next page, enter your Hunter NetID credentials to sign in (example: sm1234).
Your home page displays upcoming/confirmed placements, recent alerts and notifications, and reminders to complete tasks within the system.

Your **To Do** list will show outstanding forms to be completed, including self-placement requests and other surveys or polls.

**Notifications** may include alerts regarding your placement status, alerts published by college staff, and other system messages.
Accessing the Self-Placement Form

When a course for an upcoming term is opened for self-placement, you will be notified by email and a task will appear in your *To Do* list on the home screen of InPlace.

Click on this task to be brought to the submission form.

The course, term, and term dates will be shown in the task.
Filling out a Self-Placement Request

Enter the same Start and End dates of the term as shown in the course heading (shown below in parentheses). The Experience and Duration fields will show your course’s total required clinical hours.

If you need more than one placement to fulfill your practicum’s hourly requirements, submit a request for each placement setting (e.g., department/unit), even if they are within the same agency.

When submitting more than one request, the duration can be the same—there’s no need to “split” hours.
How Self-Placements are processed

Data that you submit in the form is compared against our Agency records. The platform will try to pair what you type with potential matches in InPlace.

- Student types... “Memorial Sloan Ketterig” (note the typo)
- InPlace finds... “Memorial Sloan Kettering Cancer Center (MSKCC)” 79% match

To make matching more accurate, please include as many details as possible in the form. Missing or inaccurate details will delay the processing of your request.
A number will appear next to the link on your To Do list showing the number of requests submitted. The link will be available until the request period ends.

Note that several larger agencies have deadlines for receiving placement requests from schools, many of which are 6-10 weeks in advance of the term start date.

Your program’s coordinator and graduate placement staff will review submissions to determine:

- If the setting and preceptor are appropriate for the practicum’s learning objectives
- If the school has a valid affiliation agreement with the agency requested
- If you meet the School’s baseline requirements for health and clinical clearance (Note: some agencies may have additional requirements before the placement can begin)

School placement staff will publish the placement to your account (as tentatively confirmed) and prepare a formal placement request to submit to the agency, as outlined by their affiliation agreement with the college. This process may take several weeks depending on the number of students requesting placement, agency deadlines, requirements, and other factors. If your circumstances change, please contact your program coordinator for guidance.
Placement Confirmation form

For all students (Complete just before the semester starts)

Once added to your account, please review your placement details for accuracy. Complete the Placement Confirmation form on the placement’s Details tab before you begin attending.

If anything is incorrect or missing (for example, no preceptor is listed, or to change preceptors), submit a Change Request form located at the bottom of this page (Details tab).
The Change Request form is located at the bottom of your placement’s Details tab.

When submitting a change request, provide a detailed explanation of what should be changed for the placement in question.

**When to submit a Change Request:**

- If your placement details does not list your primary preceptor (providing direct supervision at the agency)
- If your preceptor has changed (i.e., staff should remove the preceptor listed and add a new one)
- If your preceptor’s email address is missing or incorrect
- If your seminar instructor is not listed in your placement details (they cannot access your logs if not added)
How Change Requests are processed

A green confirmation box will appear when your request is submitted. A blue bar will also appear on the placement details tab:
When the request is processed by placement staff, you will see a status update on your home page:

- **Submitted** – initial status
- **Pending** – under review; more information may be needed to process
- **Accepted** – approved/processed (no further action needed)
- **Not Approved** – not approved or closed for another reason (not needed, etc.). Requests may be rejected if they lack sufficient detail. If this happens, submit a new request with more information.