Getting Started

Log in at https://huntercollege-us.inplacesoftware.com

Click the top button, **Login with Hunter NetID**

What is a NetID?  
www.hunter.cuny.edu/it/help-docs/the-hunter-netid

How do I look up my NetID?  
https://netid.hunter.cuny.edu/verify-identity

How do I reset my NetID password?  
https://netid.hunter.cuny.edu/forgot-password

On the next page, enter your **Hunter NetID** credentials to sign in (example: sm1234).

Your Hunter NetID is **not** the same as your **CUNY Portal ID** (used for Blackboard and other CUNY-wide services).

Do not include a domain name with your NetID.

- Correct: netid
- Incorrect: netid@myhunter.cuny.edu
- netid@hunter.cuny.edu
- first.lastname99@login.cuny.edu
- Hunter Email Address

The bottom button is for manually-created accounts. Do not use this method unless instructed to do so.
Your home screen displays upcoming/confirmed placements, recent notifications, and reminders (To Do list) to complete certain tasks in the platform.

Your **To Do** list will show pending forms, surveys, and evaluations requiring your response. For graduate students, unfinished logbook drafts and logs marked ‘Revise’ by your instructor will also appear here.

**Notifications** may include changes to your placement status, alerts published by college staff, and other system messages.
# Using the Navigation Toolbar

On a mobile device tap the menu icon to access the toolbar items.

<table>
<thead>
<tr>
<th>Toolbar Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Return to the Home page.</td>
</tr>
<tr>
<td></td>
<td>View placements in your account.</td>
</tr>
<tr>
<td>Confirmed</td>
<td><strong>Note</strong>: “Confirmed” is the default term used by InPlace for placements published to your account by college staff. It does not imply that you are fully vetted or cleared to begin attending—there may be other requirements (orientation, additional documentation or clearances) needed.</td>
</tr>
<tr>
<td>Available</td>
<td>View other advertised Opportunities (e.g., internships or volunteer positions) that you can apply for.</td>
</tr>
<tr>
<td>Requirements</td>
<td>View your program’s practicum hour requirements for each clinical course. If you have more than one placement in a course, each will show the course’s total required hours (not the placement’s).</td>
</tr>
<tr>
<td>Calendar</td>
<td>View your calendar. <em>Do not log clinical hours here</em> (use your placement’s Schedule tab for this).</td>
</tr>
<tr>
<td>Shared Documents</td>
<td>View documents shared with you by college staff, including InPlace student guides, logbook instructions, timesheet reports (graduate/doctorate), etc.</td>
</tr>
</tbody>
</table>
| <your username>      | View the User Account dropdown menu. From here you can:  
|                     | - access student information on the My Details page.  
|                     | - switch to another InPlace account (such as a Staff account, if you have more than one role).  
|                     | - Access Help articles for students.  
|                     | - Log Out of InPlace. |
Click your username on the toolbar and select My Details to access your account information. Take a moment to update your profile:

• Alternate (non-CUNY) email address
• Borough placement preferences (top 2 choices)
• Language proficiency (for matching with agencies that have language preferences)
• Other details as necessary
Additional fields relating to your program, clinical experiences, and other student information will be shown on your **My Details** page.

Information from CUNYfirst such as your name and address cannot be updated in InPlace (updates must be made in CUNYfirst).

If your course/seminar requires **written clinical assignments or presentations** (Word documents, PowerPoints, etc.), the submission fields for those documents will be listed here.

Not all programs collect assignments this way—refer to your syllabus for details.
From the toolbar, click **Confirmed** to view a list of placements added to your account by college staff.

Though InPlace uses the term “confirmed” for this page, the college makes no guarantee as to the accuracy, reliability or completeness of placement records published to your account. Placements listed here may include tentative placements pending review, approval, or confirmation. There may be pending requirements or documentation not stated here awaiting further action from you, school staff, or agency personnel (e.g., clinical clearances or health requirements, placement approvals, onboarding/orientation, etc.). If you are unsure of a placement’s status, ask your program coordinator.

Each placement will show the agency name (and in some cases, a department), the start and end dates (usually matching the term dates), the maximum hours required for the course (“Duration”), and the placement’s status.

Click on a name to view a placement’s details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Period</th>
<th>Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunter-Bellevue School of Nursing (HBSON), Hunter College</td>
<td>Placement</td>
<td>1/27/2018 - 5/24/2018</td>
<td>167 Hours N766 (A/G CNS 1)</td>
<td>Current</td>
</tr>
</tbody>
</table>
Your placement details page will display the course, placement dates, and limited agency/site information. This page must list a **supervising instructor (all programs)** and at least one **clinical preceptor or qualified agency personnel (graduate & doctoral programs only)** providing direct clinical supervision while you are on-site.

**Review all placement details and confirm that this information is correct.** If it is not, contact your instructor or placement coordinator to request a correction.
View Placement Details

Review the Placement’s Contacts—Graduate/Doctoral students should see at least two contacts:

- **Clinical Instructor** – Labelled *College Staff* in InPlace; Responsible for approving timesheets, providing feedback in logs, conducting site visits/consultations with preceptors, and completing clinical evaluations.
- **Agency Preceptor/Mentor** – Provide direct clinical supervision to students, consult with instructor and/or complete evaluations of student’s performance. An email address must be listed for each preceptor.

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**Contacts**

- **Dr. Jane Doe**  
  Supervisor  
  jdoe@agencyemail.org

- **Dr. Viktoriya Fridman**  
  College Staff  
  vf517@hunter.cuny.edu

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If your site, instructor, preceptor, or preceptor’s email address is incorrect or missing,

- **Undergraduate Students**: Notify your instructor or placement coordinator.
- **Graduate Students**: Scroll to the bottom of the *Details* page and submit a [Change Request](#).
In InPlace, placement *schedules*, *timesheets*, and *clinical logs* are separate features (even though they are often used together). There are important distinctions for each:

**Schedule**: lists the days that you *plan* to attend. These may be set by your school or instructor (common in undergraduate courses) or added one day at a time by you throughout the term. Adding days to your schedule does not automatically mean that you *attended* them.

**Timesheet**: records your *attended hours* for a day on your schedule. The times recorded here count toward your attendance requirements only when a timesheet/log is filled out for a day on your Schedule. Enter your start & end times in the top section of a logbook form (discussed in the next topic).

- **CPHN** and **DNP** students log *activity hours* instead of daily shifts/timesheets. See program logbook instructions on p. 16 for details.

**Logbook**: a custom form to describe your *clinical experiences* or enter notes on a selection of *patient encounters* at a placement. Logbook forms appear underneath each shift’s timesheet.

- Logs vary by program. See p. 16 of this guide for program logbook instructions.
Undergraduate students have pre-set schedules, while graduate students will work with their preceptors to determine their own schedule.

Click the **Schedule** tab on the placement details page to view your schedule.

**Graduate Students:**
To log your hours for a placement, you must first add a day to your placement’s schedule.

Click **Add Day to Schedule** to continue.
Use the date-picker to add a new date to your schedule, then enter the shift’s start and end times. Click Save to add the shift.

All times must be entered in 24-hour format (“military time”).

You will now see the shift listed on your Schedule and a progress bar (initially showing 0% attended of your shifts scheduled).

A gray circle next to a date means the shift is scheduled but not attended (i.e., not counted towards your total hours). In the Action column to the far right, click the logbook icon to update the timesheet and complete the logbook entry for the shift.
Clicking a shift’s logbook icon from the Schedule page brings you to the log entry for that day. In the Timesheet portion, review and update the start and end times (pre-filled from your schedule) with your actual start and end times. All times must be entered in 24-hour format. Check for errors before proceeding.

Review and update your actual start and end times (not applicable to CPHN and DNP Capstone students).

Times may also be entered using a pop-up clock interface. Click on the small clock icons next to the Start or End Time, select the hour and minute on the clock, and click OK when finished.
As mentioned, all times must be entered in **24-hour format**. Entries with a high number of hours logged in one day may be flagged and returned to you for review/confirmation. To reduce the chance of time entry errors, refer to this chart as needed:

24-hour time starts from midnight (0:00) and counts the number of hours that have passed. Since 12 PM noon is the 12th hour of the day, it should be entered as 12:00.

A common error occurs when ‘adding 12’ to convert time to 24-hour format (this shortcut only works from 1-11 PM, or 13:00 to 23:00).

> **Check the attended hours field in your timesheet to ensure that it is correct.**
InPlace pre-fills the start/end times based on what you added to the schedule. Adjust these times to reflect your actual attendance, then save the entry as a draft to record the hours. The day’s total will be shown in the *Attended Hours* field highlighted below. Complete the entry’s logbook to document your clinical experiences.

**This comment field is not for clinical logs.** Use it for attendance-related notes (make-ups, etc.).

**Click Save after confirming that your Start and End times are correct.** Pre-filled timesheet information is not officially recorded until the entry is saved as a draft or submitted.
The logbook form displayed under your timesheet will vary by course. For step-by-step instructions to completing logs for a specific course, please refer to the following links:

**AGNP - NURS 755, NURS 757, NURS 768**
www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-AGNP.pdf

**PMHNP - NURS 782, NURS 783**
www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-PMHNP.pdf

**A-G CNS - NURS 761, NURS 766, NURS 767**
www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-CNS.pdf

**CPHN - NURS 771, NURS 772, NURS 773**
www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-CPHN.pdf

**Nursing Administration/UPL - NURS 740, NURS 745**
http://www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-NAUPL.pdf

**DNP Capstone - NURS 90001, NURS 90002, NURS 90003, NURS 90004**
www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-DNP.pdf
Your placement’s schedule will help you keep track of logbook submissions and their approval status:

- **DRAFT** – An entry (and timesheet) was saved, but not submitted by student.
- **SUBMITTED** – Awaiting approval by seminar instructor; entry can be withdrawn by student if needed.
- **APPROVED** – Approved by seminar instructor.
- **FINALIZED** – Approved by seminar instructor and primary instructor/coordinator (may be done at end of course).
- **REVISE** – Revise and resubmit for approval (will appear on your ‘To Do’ list on the home page).
- **NOT ACCEPTED** – Entry was rejected or voided for some other reason (cannot be resubmitted)

<table>
<thead>
<tr>
<th>Date</th>
<th>Agency</th>
<th>Shift</th>
<th>Attended Hours</th>
<th>Absence Explanation</th>
<th>Confirmed</th>
<th>Comments</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/2018</td>
<td>Hunter-Bellevue School of Nursing (HBSON), Hunter College</td>
<td>09:30 - 16:30</td>
<td>7.5</td>
<td></td>
<td>No</td>
<td></td>
<td>FINALISED</td>
<td></td>
</tr>
<tr>
<td>2/4/2018</td>
<td>Hunter-Bellevue School of Nursing (HBSON), Hunter College</td>
<td>09:00 - 18:00</td>
<td>9</td>
<td></td>
<td>No</td>
<td></td>
<td>FINALISED</td>
<td></td>
</tr>
<tr>
<td>2/7/2018</td>
<td>Hunter-Bellevue School of Nursing (HBSON), Hunter College</td>
<td>09:00 - 17:00</td>
<td>8</td>
<td></td>
<td>No</td>
<td></td>
<td>DRAFT</td>
<td></td>
</tr>
<tr>
<td>2/8/2018</td>
<td>Hunter-Bellevue School of Nursing (HBSON), Hunter College</td>
<td>09:00 - 18:00</td>
<td>9</td>
<td></td>
<td>No</td>
<td></td>
<td>REVISE</td>
<td></td>
</tr>
</tbody>
</table>

Keep an eye on the **Status** column in case a submitted log requires revision. These will be marked **REVISE** and will also appear in your **To Do** list on the home page:

- Please revise your log book Hunter-Bellevue School of Nursing (HBSON), Hunter College Placement. - Submitted on: 2/8/2018
Once you submit a timesheet/logbook, its status (shown in left panel) changes to *Submitted*.

If you need to make revisions, click the **Withdraw** button at the bottom of the logbook entry. Logs may only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made until your instructor changes the status to *Revise*.
General Tips

• **Log hours often:** It’s easier to remember each day’s clinical experiences when logbooks are submitted on a regular basis, and some evaluations are **only** conducted if your total attended hours are past a certain threshold. Keep hourly totals up-to-date to avoid an issue.

• **Keep a back-up:** Always save a copy of your work in a Word document or text file. Logbook sessions and/or entire entries cannot be recovered once deleted.

• **Save as you go:** When completing longer logbook entries, save your entry as a draft periodically. If your browser crashes or your login session times out due to inactivity, any unsaved work may be lost.

• **Check browser settings:** Keep your internet browser up to date. We recommend the latest releases of [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/) or [Chrome](https://www.google.com/intl/en/chrome). Some usability issues have been observed in Safari on Mac OS and iOS.
  - Disable pop-up blockers and any browser plugins that block scripts (e.g., NoScript) or ads (uBlock, AdBlock Plus), as these may interfere with certain features of InPlace, such as downloading reports.

• **Go full screen:** While InPlace is relatively mobile-friendly, we recommend completing timesheets and logs on a desktop or laptop computer.

• **Save time:** Previously saved logbook sessions can be copied/inserted into new entries, which could save time if you see the same patient, treat the same condition(s), or perform certain activities on a frequent basis.
My placement details are missing or incorrect in InPlace. What should I do?

- **Undergraduate Students**: Notify your instructor or placement coordinator (see next page) as soon as possible about which details are missing or incorrect (e.g., agency name, location, schedule, clinical instructor, evaluation, etc.).
- **Graduate Students**: If the change has already been approved by your placement coordinator, you can request a correction to your record in InPlace by submitting a [Change Request](#) from the placement’s Details tab.

How do I correct my name, email address, or other student information?

- Some student details such as your name, Hunter email address, address, phone number, course enrollments, and Hunter NetID are imported from CUNYfirst and must be updated there to display correctly in InPlace.
- Other fields such as your personal email address, cell phone number, borough preferences, language proficiency, and current employer can be edited in InPlace via your ‘My Details’ page in the menu bar.

How will my timesheets/logbooks be approved?

- Seminar/Clinical instructors are generally the first to review and approve your submitted logs. Your primary course instructor (e.g., Lecture instructor) or Program Coordinator may also mark logs as “Finalized”.

How do I correct a mistake on my placement schedule?

- Undergraduate students should contact their instructor or placement coordinator. For graduate/doctoral students, days added to your schedule can only be opened and updated once the scheduled date arrives. To delete an unneeded entry, save it as a draft and the Delete button will appear at the bottom of the entry.
For problems signing in to InPlace using your NetID, or for support using CUNYfirst, Blackboard, and other IT services, contact the **Student Helpdesk**:

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:studenthelpdesk@hunter.cuny.edu">studenthelpdesk@hunter.cuny.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(212) 650-3624</td>
</tr>
</tbody>
</table>

For **InPlace student guides/logbook instructions**, visit the School of Nursing’s website at [www.hunter.cuny.edu/nursing/current-students/inplace](http://www.hunter.cuny.edu/nursing/current-students/inplace). Review these guides for updates at the start of each new practicum.

For **placement-related support**, graduate students should submit a [Change Request](#) in InPlace to correct minor errors or omissions in their placement details (e.g., updating a preceptor’s contact information). All other placement inquiries should be directed to:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Katherine Plummer, <a href="mailto:kp1933@hunter.cuny.edu">kp1933@hunter.cuny.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate/Doctoral</td>
<td>Tanit Lang-Michelson, <a href="mailto:tl235@hunter.cuny.edu">tl235@hunter.cuny.edu</a></td>
</tr>
</tbody>
</table>

*Please mention the course, section, term, and all relevant placement details for faster assistance.*

For **InPlace technical support** (training, troubleshooting, logbooks, evaluations and surveys, forms, and other platform-related questions), contact Shawn McGinniss, smcginni@hunter.cuny.edu.

*When reporting a problem, try to provide a screenshot of your browser with the page you were visiting, including the page’s URL and any error messages displayed.*