

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).



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

## 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.

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

*Student or Program Coordinator*

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

*Student*

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

*School Placement Staff*



# Log In to 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:

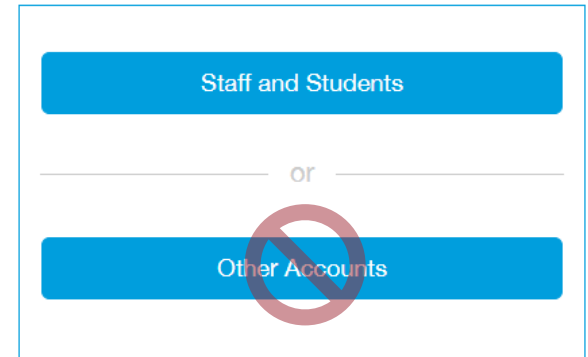
[www.hunter.cuny.edu/it/help-docs/the-hunter-netid](http://www.hunter.cuny.edu/it/help-docs/the-hunter-netid)

If you do not know your NetID:

<https://netid.hunter.cuny.edu/verify-identity>

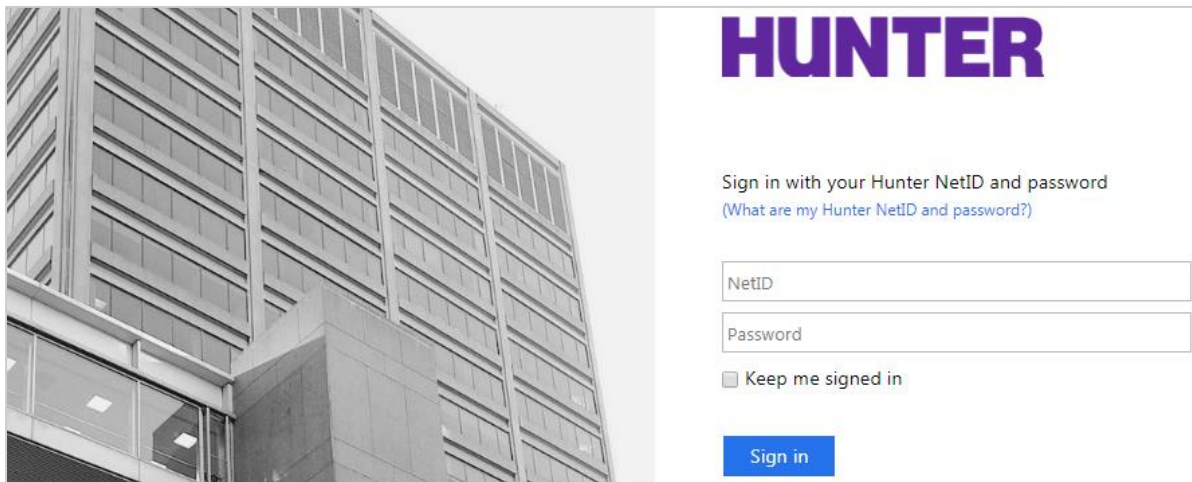
To reset your NetID password:

<https://netid.hunter.cuny.edu/forgot-password>



*The bottom button is for manually-created accounts. Do not use this method unless instructed to do so.*

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



# Student Home Page

Your home page displays upcoming/confirmed placements, recent alerts and notifications, and reminders to complete tasks within the system.

The screenshot shows the HUNTER Student Home Page interface. At the top left is the HUNTER logo, and at the top right is the InPlace logo. Below the logos is a navigation bar with the following tabs: Home (selected), Confirmed, Available, Requirements, Calendar, Shared Documents, and sm-student (with a dropdown arrow). The main content area is divided into two columns. The left column has a 'Confirmed' section with a thumbs-up icon, showing 'NEXT ATTENDING: Hunter-Bellevue School of Nursing (HBSON), Hunter College >' for the period '1/24/2018 - 5/24/2018', and a 'View All Confirmed' button. Below this is a 'To Do' section with a red notification badge '2', listing 'Information required for Student Additional Information - General >' and 'You have 1 outstanding Log Book(s) for your Placement at Hunter-Bellevue School of Nursing (HBSON), Hunter College. >'. The right column has an 'Available' section with a calendar icon, showing 'View available' and 'View shortlisted' buttons. Below this is a 'Notifications' section with a red notification badge '6', listing 'You have been assigned to Hunter-Bellevue School of Nursing. Starting on: 1/26/2018' and 'You have been assigned to Hunter-Bellevue School of Nursing. Starting on: 1/26/2018'.

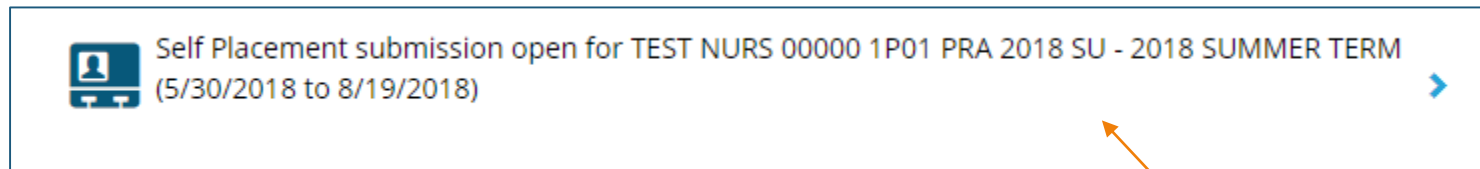
*Your **To Do** list will show outstanding forms to be completed, including self-placement requests and other surveys or polls.*

***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.



Self Placement submission open for TEST NURS 00000 1P01 PRA 2018 SU - 2018 SUMMER TERM  
(5/30/2018 to 8/19/2018) >

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.



**TEST NURS 00000 1P01 PRA 2018 SU - 2018 SUMMER TERM (5/30/2018 to 8/19/2018)**  
-210 HOUR N768 (PC 3)  
**N768 (PC 3) - 210 Hours Required - 0 Hours Filled**

0%

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**Placement details**

**Period**

Start   End  

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**Duration**

Experience	Duration *	Unit	
<input type="text" value="N768 (PC 3)"/>	<input type="text" value="210"/>	<input type="text" value="HOUR"/>	<input type="button" value="x"/>

[+Add another experience](#)

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.**

## Too Vague.

Agency agreement contact details

Title

Dr

First name \*

K.

Last name \*

Jones

## Great.

Agency agreement contact details

Title

Dr

First name \*

Karen

Last name \*

Jones

# What happens next?

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.



Self Placement submission open for NURS 75500 1P01 PRA 2020 SU - PLA Requests (5/26/2020 to 8/18/2020)

1

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).

*Confirm placement details are accurate.*

**Review Placement Details \***

Yes, my site and preceptor information (name, email) is correct.

**Please confirm that the agency listed on this record is correct (specify Department/Unit below) and that the gray 'Contacts' box lists your seminar instructor, preceptor, and preceptor's email address. If anything is missing or incorrect, submit a correction using the blue button at the bottom of this page (\*Corrections must have already been approved by your program).**

Select status...

Yes, my site and preceptor information (name, email) is correct.

No, my site and/or preceptor information is missing or incorrect (submit Change Request below).

Submit Cancel Reset



# Change Requests

*For minor corrections and updates after a placement has been published to your account.*

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)

The screenshot shows a web interface for 'Agency Additional Information'. At the top, the title 'Agency Additional Information' is followed by a blue upward-pointing arrow. Below the title is the subtitle 'Agency Information'. A form field labeled 'Agency Borough' contains the text 'Manhattan' and has a blue plus sign to its right. At the bottom of the form is a dark blue button with the text 'Submit change request' in white, which is circled in orange. A mouse cursor is visible over the button.

# 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:

The screenshot displays the HUNTER InPlace application interface. At the top left is the HUNTER logo. Below it is a navigation menu with links for Home, Confirmed, Available, Requirements, Calendar, and Shared Documents. A green confirmation box in the top right corner contains a checkmark and the text "Application Submitted". The main content area shows a placement for "Memorial Sloan Kettering Cancer Center (MSKCC)" with details: "Placement for TEST NURS 00000 1P01 PRA 2018 SU - 2018 SUMMER TERM (5/30/2018 to 8/19/2018)" and "5/30/2018 - 8/19/2018 209 Hours N768 (pc 3)". Below this is a tabbed interface with "Details", "Schedule", "Docs", "Assessment", and "Carpool". The "Details" tab is active, and a blue bar at the bottom of the page contains the text "Change Request submitted 3/20/2018", which is circled in orange. A blue bar at the very bottom of the page contains a close button (X).

# Change Request Statuses

When the request is processed by placement staff, you will see a status update on your home page:

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

- **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.