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InPlace



Field Instructor Guide

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Quantum Information Technology Pty Ltd

www.Inplacesoftware.com

info@inplacesoftware.com

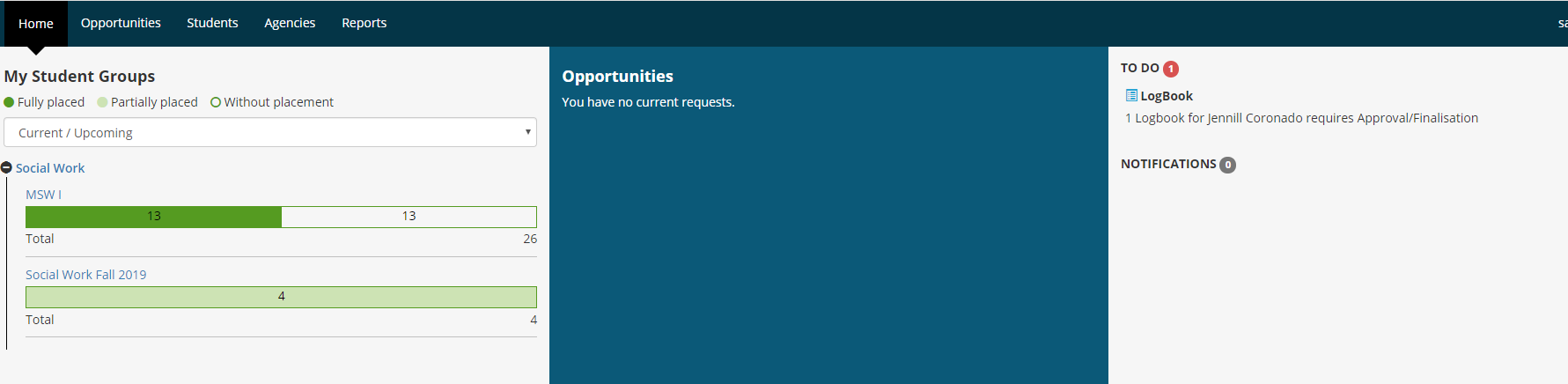
Field Instructors

1. Agencies users are notified by email to login to InPlace and respond to field internship requests with their username and password at [https://ric-us.inplacesoftware.com](https://ric-us.inplacesoftware.com/)
   1. Note: Use the Other Accounts option to login

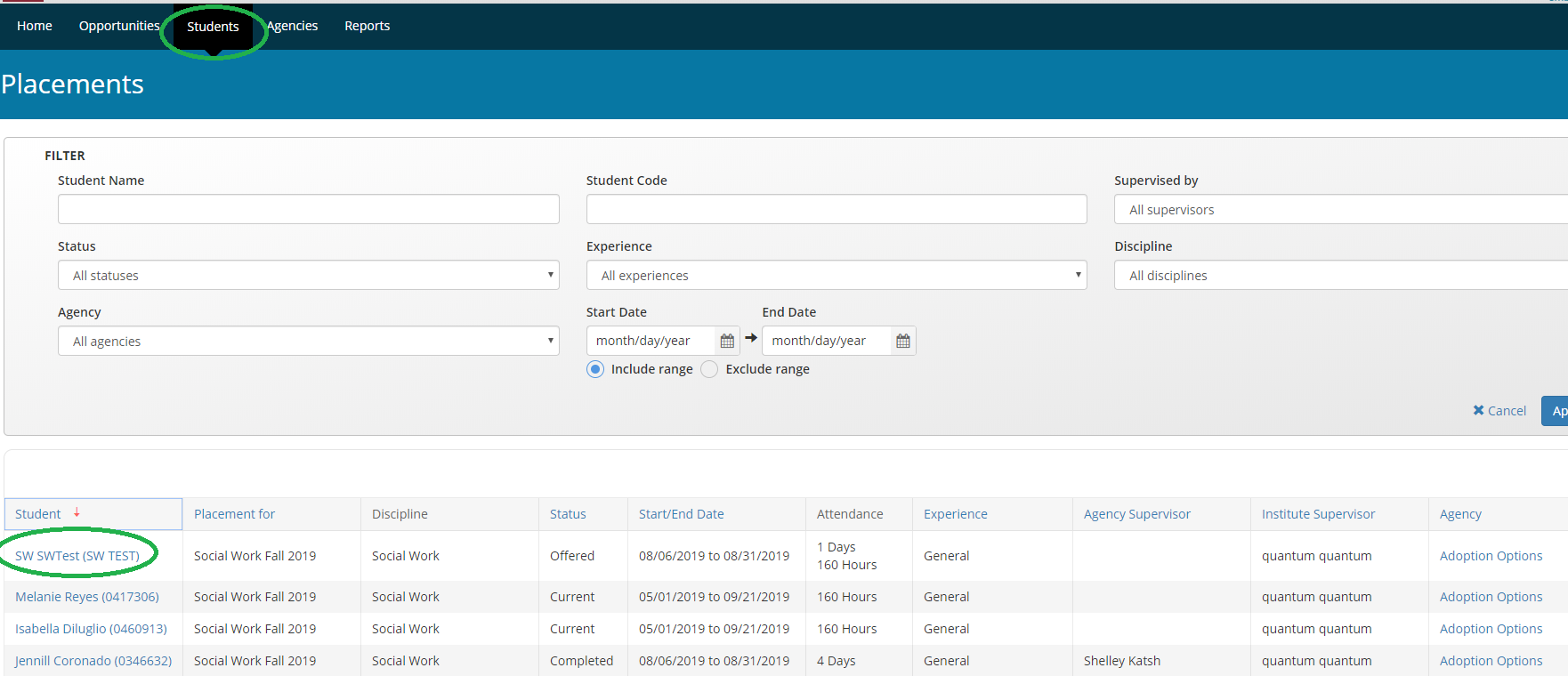
A close up of a logo

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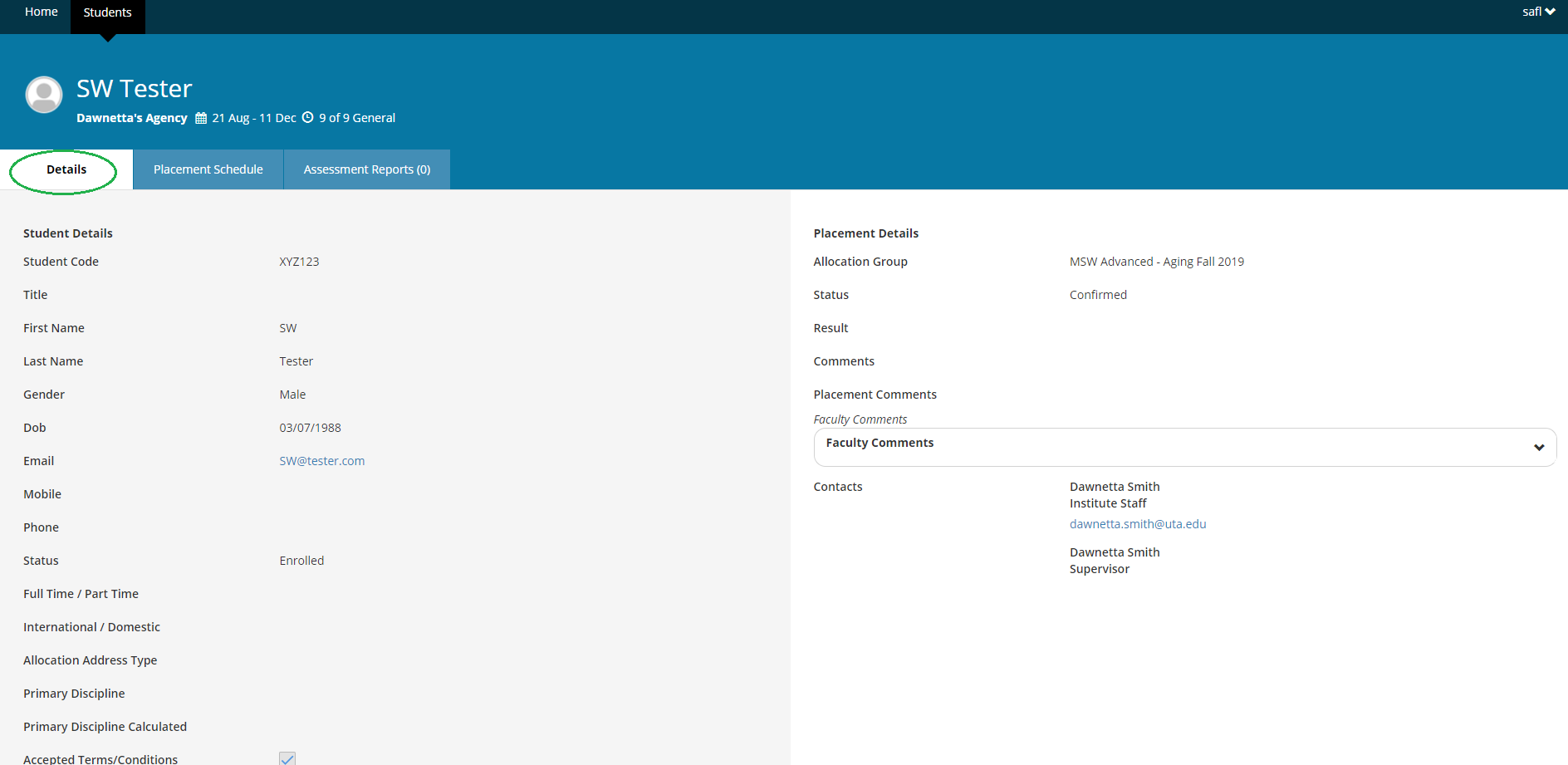
1. Login and update your password and personal information by clicking on your username in the top right corner and going to My Details.
2. You will see your student groups and any to do items on your login page.



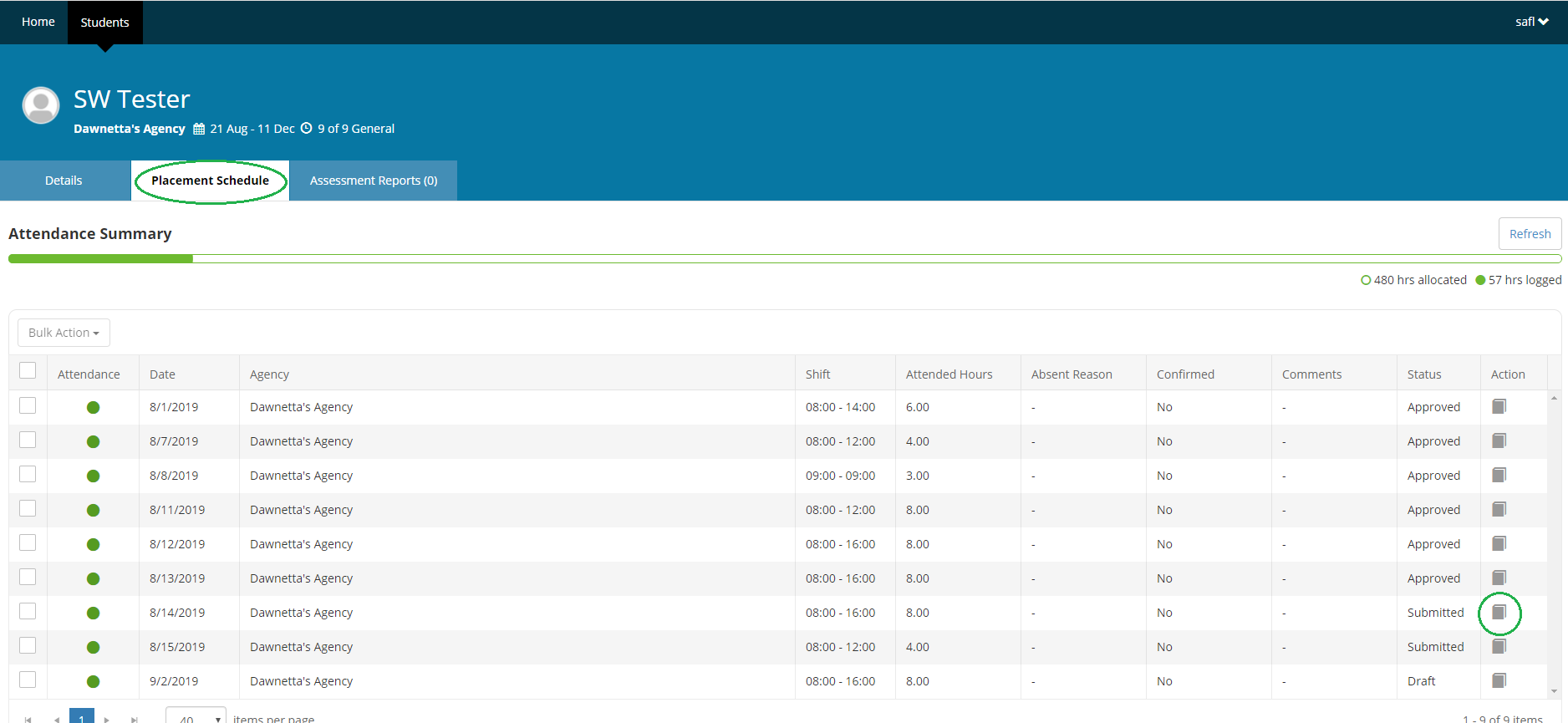
1. To view placements at your agency, click on the Students tab.
2. Use the filters to narrow down your search and view students and supervisors on the placements.



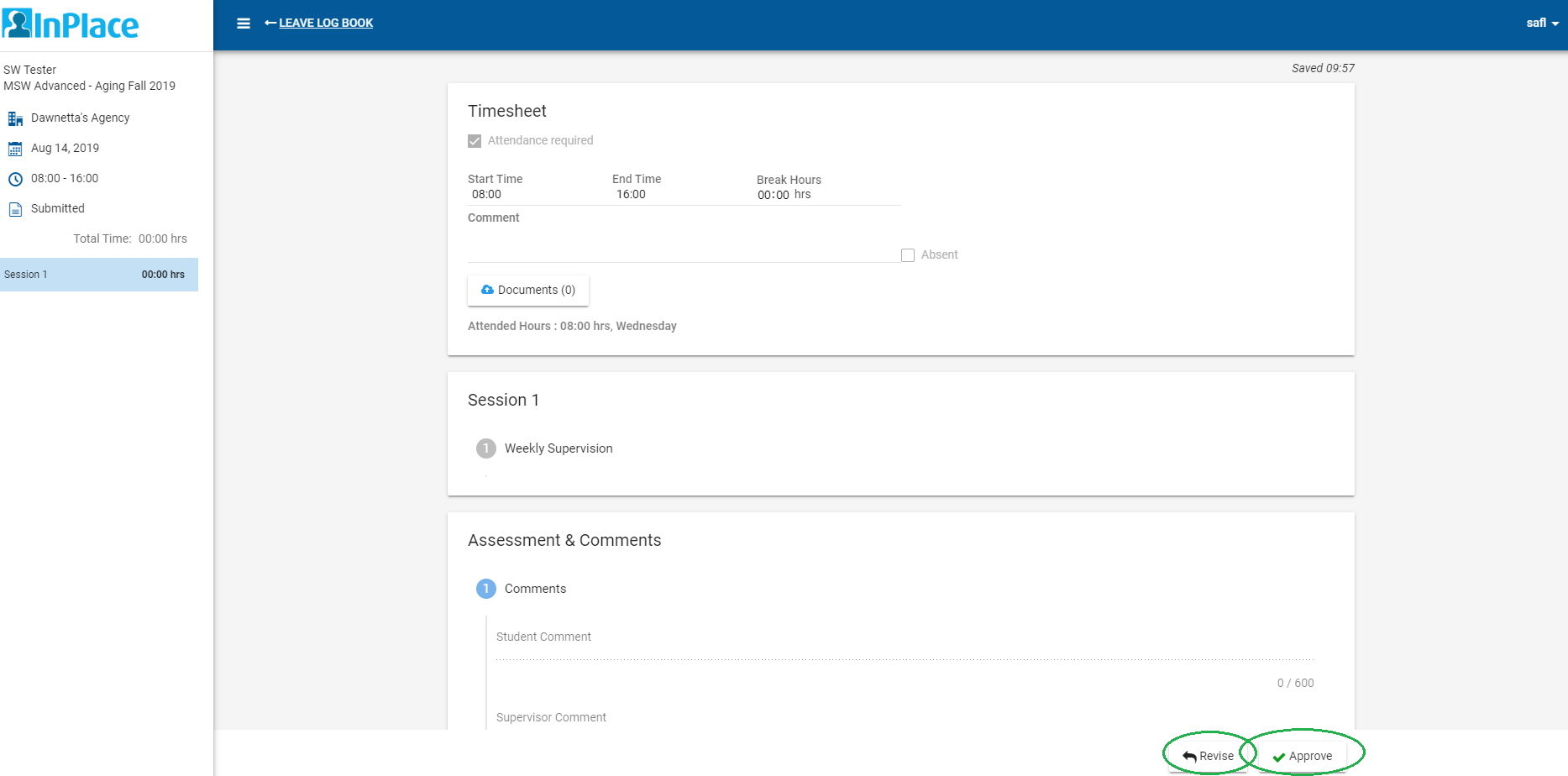
1. Click on the student’s name to view their general information.



1. Click on the Placement Schedule Tab to view the student’s logbooks (if using).



1. Click on a submitted logbook to approve the student’s timesheet and weekly supervision.
2. Click **Approve** if log looks good.
3. If you want the student to REVISE the log book enter a comment at the bottom in the supervisor comment to let them know what needs to be corrected. Then press the **Revise** button to send a request back to the student to revise their logbook.



# 24 Hour Time Chart:

A screenshot of a cell phone

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