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InPlace

Student Confirmation Guide

### Rhode Island College



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Student Confirmation Process

1. Log into InPlace: <https://ric-us.inplacesoftware.com/>
2. In your to do list you will see an item that requires your attention: Field Confirmation – Internship Status

A screenshot of a computer screen

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1. Click on this to do item.
2. Fill out your Interview Status
   1. Internship Accepted
   2. Internship Offered
   3. Internship Accepted with Changes
      1. If Option C is chosen, complete the Field Updates field detailing what information is changing, i.e. Field Instructor, location, etc. If you are changing your MSW Supervisor’s information, please provide name, email address and phone number of the supervisor.

A screenshot of a cell phone

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1. Once items are shown to be correct, update **Placement Confirmation** field to **Yes**.
2. Updating this field will trigger email notification of the Field Confirmation form to you, your Faculty Liaison, and your Field Instructor

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