

Using Intern Placement Tracking (IPT)

FOR STUDENTS



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INTRODUCTION

The Intern Placement Tracking (IPT) system is a web-based monitoring system designed to keep track of students placed in internship with various agencies. Fresno State's Department of Social Work Education implemented IPT in order to more effectively track and access student placement information. IPT also provides a paperless solution for tracking and archiving online field forms, such as learning agreements and performance evaluations.

CONTACT INFORMATION

The IPT system allows both Fresno State and field agencies to communicate regarding student field placements. Because of this, it is essential for students & field instructors to keep all information current. Please become familiar with this system and contact the field secretary with any questions at 278-3992.

Privacy Notice

Though IPT is a web-based system, none of your personal information is available to the general public via search engines such as Google. Your information is password protected and the only people who may view your full information are the CSU, Fresno Social Work faculty and staff, and your current field instructor – only after you have been placed in practicum.

GETTING STARTED

- 1) The IPT website is located at **www.runipt.com**. We recommend you bookmark this page for easy reference.
- 2) To **LOGIN** you will be required to fill in the following three fields (*Note: All information entered in these fields is upper/lower case sensitive*):
 - o ORGANIZATION ID: **csufresno** (for anyone using the Fresno state IPT system)
 - o USER NAME
 - o PASSWORD

Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

User Name

Password

[Forgot your username or password?](#)

- 3) The Department of Social Work Education will supply all students with a unique default user name and password via email. If you do not receive this information please contact the department office.
- 4) Upon login to IPT: **Please set a new user name and password.**
 - o Your user name and password may be anything you like, just make sure to write down the information for future reference. Please remember that user name and password are case sensitive.
- 5) Once you have done this you will be directed to the IPT home page

Change account login information

New Login Name

New Password

Confirm New Password

ARE YOU HAVING TROUBLE LOGGING IN?

For security reasons, we cannot retrieve either your user name or password information. If you forget your user name or password please click on the ‘Forgot your username or password’ link at the bottom of the login page - www.runipt.com

You will be prompted to enter three things:

- (1) Organization ID: **csufresno**
- (2) User Type: Field Instructor/Supervisor/Student
- (3) Your email address.
 - A reset password link will be emailed to you.
 - If after trying this you are still unable to login, please contact the department office.

Please enter the following information to have a password reset link emailed to you.

Organization ID

User Type

Email Address

IPT HOME PAGE

- First make sure that your name appears in the upper left hand of the page. If it does not, please contact the department office.
- The home page contains a link on the left – My Forms (detailed later in this tutorial)
- Located just above the welcome message you will see two tabs; Home, and Student Detail.

FRESNO STATE
Social Work Education

Fresno State
Logged in: Student Sample
Student

(Your name should appear here)

Logout | Help

Home Student Detail

My Forms

Welcome to Intern Placement Tracking

STUDENT DETAIL PAGE

- The student detail page provides the Department of Social Work Education with the most up to date information about you and also allows you to view your internship information. **Please make sure this information is correct and always up to date.**
- **Please Enter Your Contact Info:**
 - Full Address: Street Address, City, State, and Zip code.
 - Birthdate
 - Emergency Contact Name, Phone, and Address.
- **Upload Your Photo:** Please provide a photo of yourself. It will be viewable only by the Social Work faculty & staff, and your field instructor.
 - Picture file must be less than 100MB.
- **Note: Please do not change your email address to a personal email account.** It is Fresno States policy that student contact is through campus email accounts.

Home Student Detail

Home > Student Detail
CSWE Statistics | Forms | Upload Picture

Student Detail: Student Sample

Group: 14-15 BA

Last Name: Sample Birthdate (yyyy-mm-dd)

First Name: Student

Street Address:

City, State Zip:

Emergency Contact:

Emergency Phone:

Home Street Address:

Home City, State Zip:

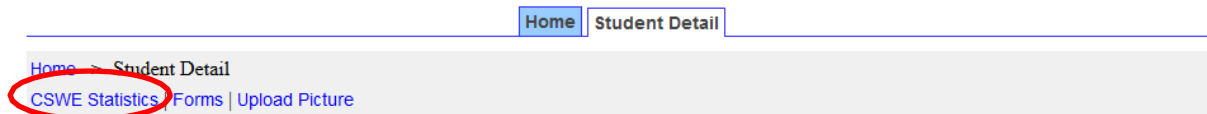
Agency Preferences

Field Assignments:

Semester	Agency	Field Instructor	Phone Number
Fall 2014	CSUF - Office of Advising Services	Gonzalez, Estella	(559) 278-1787 sp
Spring 2015	CSUF - Office of Advising Services	Gonzalez, Estella	(559) 278-1787 sp

CSWE STATISTICS

- From the Student Detail page click on the CSWE Statistics link and you will be directed to a form with drop down menus.



Student Detail: Student Sample

- Please fill in these statistical categories to the best of your knowledge and hit the save button.
- Once you have saved this information, return to your Student Detail page by clicking on the Student Detail tab.

**The DSWE provides this information to CSWE in an aggregated format for demographic purposes.*

FIELD ASSIGNMENTS

- On the lower portion of the Student Detail page you will see a section called Field Assignments. This section lists where and when you will be doing your practicum.
- Field Assignments are input by the Department of Social Work Education staff. Students will not be able to link their own practicum agencies.
- Listed next to the name of your Field Instructor/Agency Supervisor will be their phone number if you need to get in touch with them and don't have their contact information.
- If your Field Instructor/Agency Supervisor information is incorrect, please contact the Department of Social Work Education.

Home Student Detail

Home > Student Detail

CSWE Statistics | Forms | Upload Picture

Student Detail: Student Sample

Group: 14-15 BA Save

Last Name Birthdate (yyyy-mm-dd)

First Name

Street Address

City, State Zip

Emergency Contact

Emergency Phone

Home Street Address

Home City, State Zip

Agency Preferences

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FORMS

- The forms function is one of the most important aspects of the IPT system and it is critical that Fresno State students, field instructors, and agency supervisors understand and look for scheduled forms.
- Forms are online documents that allow students, field instructors, agency supervisors and the field liaisons to complete fieldwork materials electronically rather than in hardcopy form. Several forms will be generated through IPT and it is each user's responsibility to complete their portion of a Form in a timely manner.
- Notifications of when forms are generated are sent via email so it is very important that you keep your email address up to date and check your email regularly.
- It is the student and field instructor's/agency supervisors' responsibility to complete all forms by the scheduled deadlines.
- To access or view a scheduled Form, click on My Forms link on the left hand side of your home page or in the upper left hand section of the Agency Field Instructor Detail page. Also, any form needing action will be indicated by the View Uncompleted Forms link located on the upper right portion of the screen. Click on either link to access your **Online Form List**.

The screenshot shows the top navigation bar of the Fresno State IPT system. The bar is blue and contains the Fresno State logo, 'Social Work Education', 'Fresno State', 'Logged in: Student Sample Student', and a red circle around the 'View Uncompleted Forms (1)' link. Below the navigation bar are 'Home' and 'Student Detail' tabs. The main content area has a grey sidebar on the left with a red circle around the 'My Forms' link, and a central heading that reads 'Welcome to Intern Placement Tracking'.

- Each scheduled Form will be listed along with information regarding the progress of the Form. Here you will find a variety of summary information for each form including the name of the form, the student name, the status of the Form (whether it is new, active or complete), whose action is needed (Students, Supervisor, or Field Liaison), and the due date for when the Form should be completed.
- **To complete your portion, click on the View link on the left –hand side of the page.** This will bring up the Form along with required fields for you to fill out. After filling out the Form, you must electronically sign the document by typing your name. Because IPT is a password protected site, meaning only you know your user name and password, your electronic signature constitutes a legally binding document.

- **Once a form has been signed, if changes need to be made you will need to contact the Field Coordinator (MSW Students) or the Assistant Field Coordinator (BA Students) to request the signature be cleared.**

[Home](#) | [Student Detail](#) | [Agency List](#)

[Home](#) > [Form List](#)

Online Forms List For: Student Test

Hide Completed Forms

View	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
	MSW Midterm Progress Report	Spring 2012	Test,Student	active **	1--	Student	2012-01-19	2012-03-08

↑
[Click here to complete your portion of the form](#)

FINAL NOTE ON IPT

If you have any questions regarding the IPT system, please contact the Department of Social Work Education. Also, please forward any suggestions on how to make the IPT site more helpful or informative, or if you come across any operational errors.