

# Using Intern Placement Tracking (IPT)

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FOR FIELD INSTRUCTORS AND AGENCY  
SUPERVISORS



P: (559) 278-3992 | F: (559) 278-7191 | [www.fresnostate.edu/socialwork](http://www.fresnostate.edu/socialwork)

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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 placement. 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 staff 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 its IPT administrators. Additionally, students you supervise will have access to your phone number only.*

## 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*):
  - ORGANIZATION ID: **csufresno** (for anyone using the Fresno State IPT system)
  - USER NAME
  - 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 field instructors/agency supervisors with a unique default user name and password via email. If you did not receive this information please contact the department office.
- 4) Upon login to IPT: **Please set a new user name and password.**
  - 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](http://www.runipt.com)

You will be prompted to enter three things:

- (1) Organization ID: **csufresno**
- (2) User Type: Field Instructor/Supervisor
- (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) and change password. *If you wish to change your password* please use this link.
- Located in the middle of the IPT supervisor home page you will see two tabs with the following links: Home and Agency Field Instructor Detail.



## FIELD INSTRUCTOR/AGENCY SUPERVISOR DETAIL PAGE

- The Field Instructor/Supervisor Detail page provides the Department of Social Work Education with the most up to date information about you. When your profile was created your name, email, agency and phone number was entered for you. **Please make sure this information is correct and always up to date.**
- **Upload picture:** Not required but appreciated.
- **Forms:** A complete discussion of the forms function will be discussed on the next page.
- **Internship Assignments:** This section lists all the students who are currently interning with your agency and have you as their field instructor. If you need contact information for these students, click on the View link to the left of their name. You will then be directed to that student's Student Detail page that lists contact information as well as each student's faculty liaison.

## 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**.



- 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 (along with an e-mail link if you need to ask the student a question regarding the Form), the status of the Form (whether it is 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.

**Online Forms List For:** sample fieldinstructor

Hide Completed Forms

|                      | [ Template ]                | Batch Name  | Form ID        | Status | Signed | Waiting For      | Schedule Date | Due Date   |
|----------------------|-----------------------------|-------------|----------------|--------|--------|------------------|---------------|------------|
| <a href="#">View</a> | MSW Midterm Progress Report | Spring 2012 | ✉ Test,Student | new ** |        | Field Instructor | 2012-01-19    | 2012-03-08 |

Click here to complete your portion of the form

Student E-mail link

## 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.

We appreciate your interest in supervising social work students and learning our new online tracking program!