

# InPlace User Guide: For Students

## Welcome

InPlace is the new enterprise database management tool for the College of Nursing and Health Sciences to help manage, select, and organize clinical placements and internships. With this new system, you will be able to log on to view your courses, find placement details, upload essential documents, and help you along your way towards earning your degree!

## Getting Started

Using InPlace will be similar to using Blackboard. Click on this link to access InPlace:

<https://cnhs-umassb.inplacesoftware.com>

*Tip: Make sure to create a bookmark of this page in your desired web browser*

Click on the “**Staff & Students**” button at the top of the screen and log in with your UMB Student username and password, similar to what you have been using to access WISER, Email, and Blackboard.

Leave off “@umb.edu”

If you are logging in for the first time, you will need to read the Terms and Conditions and accept them.

Please familiarize yourself with the interface:

The screenshot displays the InPlace interface for Ashwood University. The top navigation bar includes 'Home', 'Confirmed', 'Available' (with a '2 new' badge), 'Requirements', 'Calendar', 'Shared Documents', and 'EGibson'. The main content area is divided into two panes: 'Confirmed' on the left, showing a 'NEXT ATTENDING' section for 'Burwood Health' on 19 Jan, and 'Available' on the right, showing counts for Internships (14), Projects (8), and Seminars (3). A 'User Account menu' is open on the right, listing 'My Details', 'Staff', 'Help', and 'Log Out'. Below the main panes, there is a 'To Do list' with three items and a 'Notifications list' with three items. Red arrows point to these various elements from external labels.

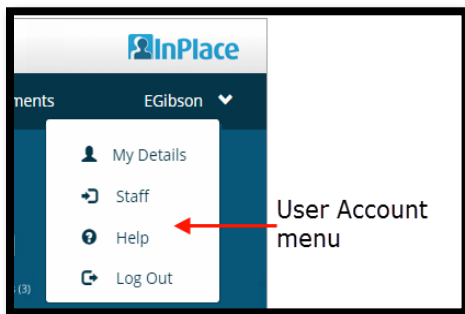
Annotations in the image:

- Toolbar
- Confirmed pane
- To Do list
- User Account menu
- Available pane
- Notifications list

## Your Profile

To see the details of your student profile, click on your username (in the upper-right corner of the screen) then click 'My Details' in the drop-down menu. Here, you will see all of your clearance requirements.

Some categories have instructions. Make sure to read these instructions before inputting any data or uploading documents.



## Clinical Course-Related Questions (Undergraduate Traditional Nursing Students Only)

Before you start placements for certain clinical courses you will need to answer some questions pertaining to those courses. If you are a graduate nursing or undergraduate EHS student, you may skip this section.

For Nursing 226 (Introduction to Nursing Practice):

- NU226 Day Ranking: You have the option of attending this setting on either a Monday or Tuesday. If you do not have a preference, select 'Either One'.
- Times of the Day: You have the option of attending this setting in either the morning or evening. If you do not have a preference, select 'Either One'.
- Shift or Days: Depending on your availability, you can select when your placements will be scheduled with respect to either the days of the week or your shifts.

For Nursing 310 (Adult Health Nursing):

- Clinical Hours: Depending on your availability, you can select between a 12-hour one day clinical from 7a – 7p, or a two-6-hour-each clinical from 1p – 7p
- First through fourth preferences: If you are given a 12-hour clinical, please choose the day that works best for you as your first preference. You have the options of choosing Wednesday through Saturday.
- Make sure you select **one unique day** per preference.

For Nursing 335 and 345 (Maternity and Mental Health, respectively):

- NU 332 Preference: You can choose to take NU-332 either on Tuesday or Thursday evening. Select "Have Completed NU332" if you have already taken and passed NU-332.
- First through fourth preferences: If you are given a 12-hour clinical, please choose the day that works best for you as your first preference. You have the options of choosing Monday, Tuesday, Thursday, or Friday.
- Make sure you select **one unique day** per preference.

For Nursing 430 & 435 (Community Health and Pediatrics, respectively):

- Setting Rankings: you have the option to select from three different settings: Home Healthcare, Public Schools, or Community Centers. Please select your top choice setting as your first choice.
- **Please note that your first choice setting is not always guaranteed.**

## Immunizations/Clinical and Internship Clearance (All Students)

Notice: all health clearances, FERPA, and background checks are done through Complio. You may use InPlace to view your clearance statuses but you must log into Complio to upload and submit health clearance documents.

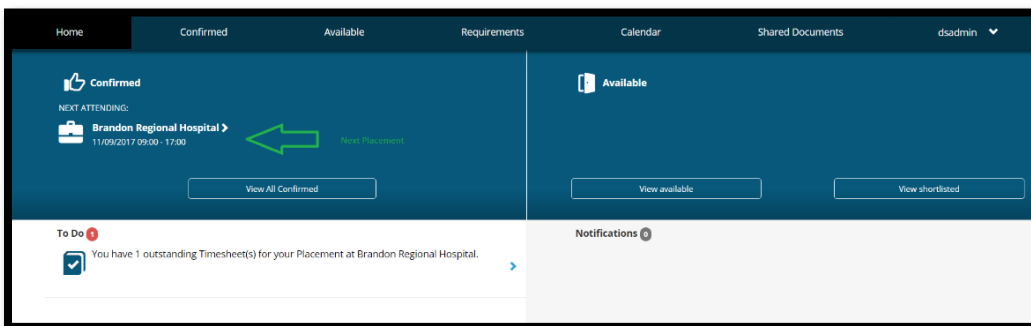
[Click here to log into Complio](#)

## Viewing Upcoming Clinical Placements

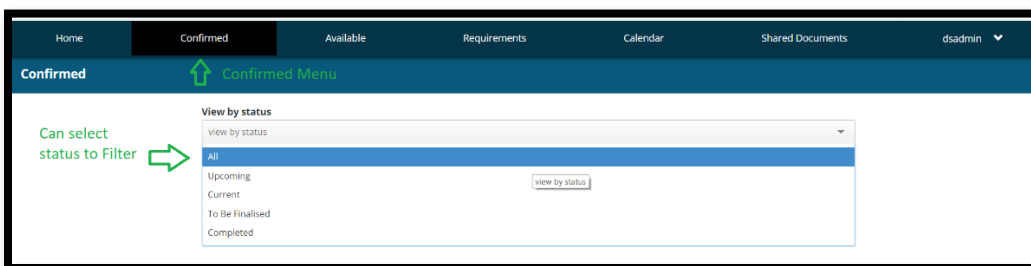
Note:

- If you are an **undergraduate nursing student** in either the traditional or accelerated nursing program, CIPO will select placements for you.
- If you are a **graduate nursing student (masters and post-masters)**, you will have opportunities to input your own placements.
- If you are an **undergraduate EHS student** seeking the EHS 490 internship, you will have the opportunity to input your own placement.

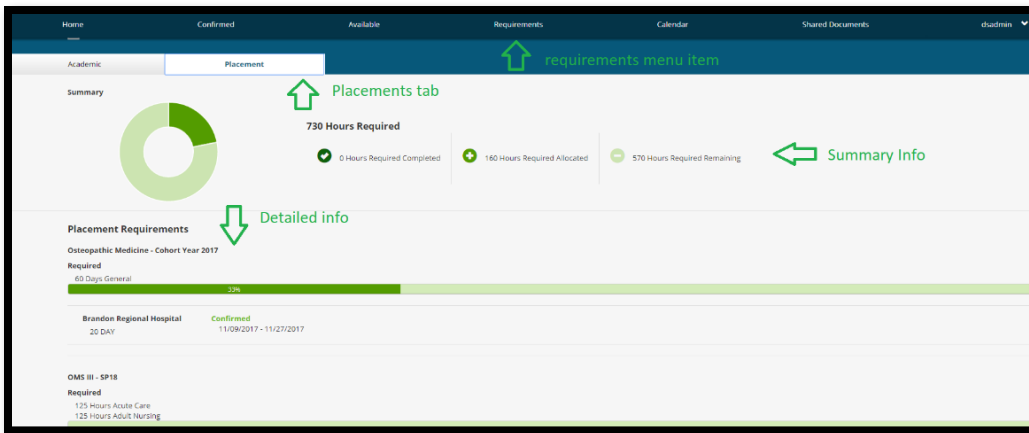
On the home screen, you can view your next confirmed placement and where you'll be attending. Click or tap on the link to view the details.



From the confirmed menu, you can see all of them and apply filters over the list.



Click or tap on the Requirements tab to track your progress through your program.

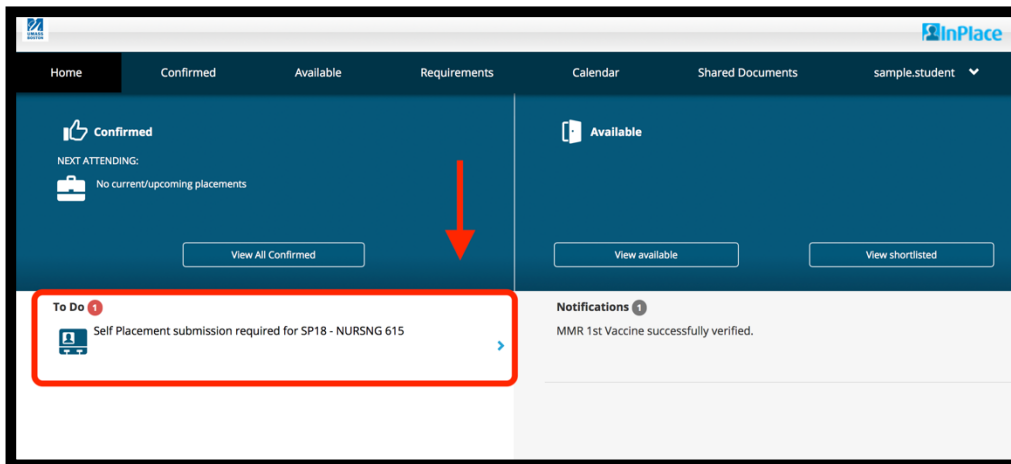


## Creating your own placements (Graduate Nursing & Undergraduate EHS Students Only)

Note: Before you fill out a self-placement form, you must gather all necessary information including the agency's name, and the contact person's name and contact information. If you need a list of available agencies or need help obtaining information, please contact your program assistant/manager.

**Warning: make sure the information you provide is accurate, spelled correctly, and complete, especially the agency address and contact personnel's name, salutation, and credentials.**

If you are eligible for a self-placement, you will see on the left-hand side of your home screen your upcoming placements.



On this screen, you may fill out the information regarding your placement. Select the start and end dates of your placement, choose the appropriate experience in the dropdown menu, input the number of hours in the Duration box, and select HOUR in the Unit dropdown menu.

**Important note for graduate nursing students:** most of the time you will need to complete a certain number of hours of different experiences at different agencies to satisfy one course. It is also common that students can fulfill one experience by serving different numbers of hours at different agencies (for example, one can do primary care of the older adult with 200 hours in one agency and the remaining 25 hours at another agency, with a total requirement of 225 hours for this experience). In these scenarios, **you must fill out an additional self-placement form for every additional agency.**

If you wish to save and continue again later, click on Save as Draft on the bottom of the screen.

**SP18 - NURSNG 615**  
 GENERIC\_General - 65 Hours Required - 0 Hours Filled  
 0%

**Placement details**

**Period**  
 Start: [ ] End: [ ]

**Duration**  
 Experience: [ ] Duration: \* [ ] Unit: [ ]

[+Add another experience](#)

**Weekly placement roster**

Week 1 ✕	None	AM	PM	Full Day	Half Day	Shift	Night	Start / End Time	Start	End
Sun	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Mon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Tue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Wed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

Cancel Save as draft Submit

To continue on a placement in progress, click on the saved draft on your To Do list located on your home screen.

You will pick up where you have left off:

Home Confirmed Available Requirements

**Confirmed**

NEXT ATTENDING:  
 No current/upcoming placements

[View All Confirmed](#)

**To Do 2**

- Almost there! Draft Self Placement submission for SP18 - NURSNG 615 at ABC Agency is waiting for you to submit it
- Self Placement submission required for SP18 - NURSNG 615

## Creating a Self-Placement Submission

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## Placement Details

- **Period:** Select the start and end dates for your placement duration using the calendars.
- **Experience:** This field is usually fixed. However if you are planning on doing multiple placements to fulfill one requirement (i.e. 200 hours at one agency and another 25 hours at another agency with a total of 225 to fulfill one requirement) input the exact number of hours you plan to perform at this agency.
- **Weekly Placement Roster:** You can use this tool to outline your availability of when you can perform your hours. If there are specific times on a certain day, select the Start/End Time button and enter your available times on the right.

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## Agency Details

- **Agency Name:** Enter the full name of the agency (do not use abbreviations. For example, type in "Massachusetts General Hospital" instead of "MGH").
- **Business Phone:** Enter the main telephone number of the agency here.
- **Business Fax:** Enter the main fax number of the agency here.
- **Website:** Enter the website of the agency here.
- **Address:** Select the country, State, Unit Number (if applicable), street number and name, city, and zip code here.

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## Legal signatory administrator contact details

- **Salutation:** Please select the appropriate salutation of the agency's supervisor.
- **First Name/Last Name:** Enter the agency supervisor's first and last names respectively
- **Business Phone:** Enter the agency supervisor's business phone number
- **Mobile Phone:** Enter the agency supervisor's mobile phone number
- **Business Fax:** Enter the agency supervisor's business fax number
- **Business Email/Confirm Email:** Enter the agency supervisor's email and reconfirm. The email address must be accurate.

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## Preceptor

Preceptor is the placement supervisor: If your preceptor is the agency's supervisor, check the box on the right. Otherwise, please provide the following information requested.

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## Additional Details

Add any additional information here that was not requested in the previous fields.

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## Self Placement Additional Details

- Program: Select the program you are enrolled in, whether you are an undergraduate student in EHS, a graduate nursing student seeking a master's degree, or a graduate nursing student seeking a post-master's certificate (online program).
- Student RN/APRN License #: If you are a graduate nursing student, please provide the link to your active licensure here. **If you are an undergraduate EHS student, please skip this field.**
- License Expiration Date: If you are a graduate nursing student, please provide the expiration date to your active licensure here. **If you are an undergraduate EHS student, please skip this field.**
- Clinical Track: If you are a graduate nursing student, please select which clinical track you are enrolled in. **If you are an undergraduate EHS student, please skip this field.**
- Semester: Select which semester your placement will be in.
- Course Instructor: Fill in the name of the course instructor of this course. You can find this information in WISER.
- Parent Agency: Some agencies may be a division or part of a larger agency that owns or oversees it. The larger agency is the parent agency. If this is the case, select Yes then fill out the following fields including the Chief Administrator's information. The Chief Administrator is associated with the parent agency.

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## Required Preceptor Additional Information

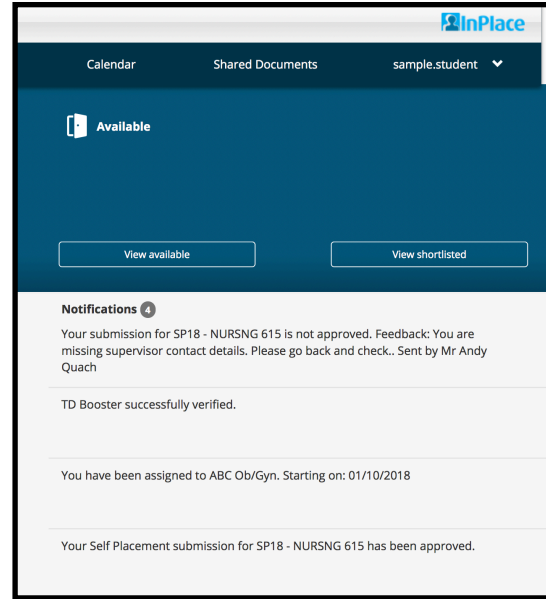
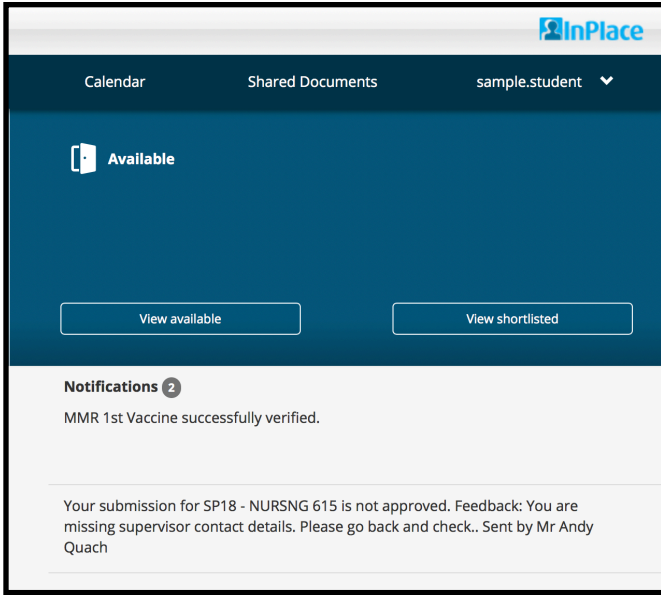
- Preceptor Job Title: Please provide the official job title of the preceptor.
- Preceptor License Number: If the preceptor has a license number, please provide it here.
- Preceptor License Expiry Date: Select the expiry date of the preceptor's license number.

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## Required Site Additional Information

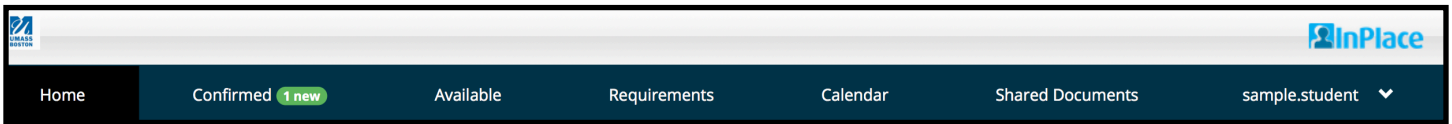
- Signatory Administrator Job Title: Please provide the official job title of the agency's supervisor.
- Type of Setting: Select all the settings that are offered at this agency.
- Work Relationship: Please select whether you have or have not yet worked for this agency.
- Site in Massachusetts: Please select whether you are completing hours in the state of Massachusetts.
- Unit Name: In some scenarios you may be performing your placement in a unit, a part or division of a facility. If you know you will be in a specific unit, please enter it here. This field is optional.

CIPO and/or your program director/assistant will verify and approve your submission. If your placement submission was approved or not approved, you will be notified in the notifications section.

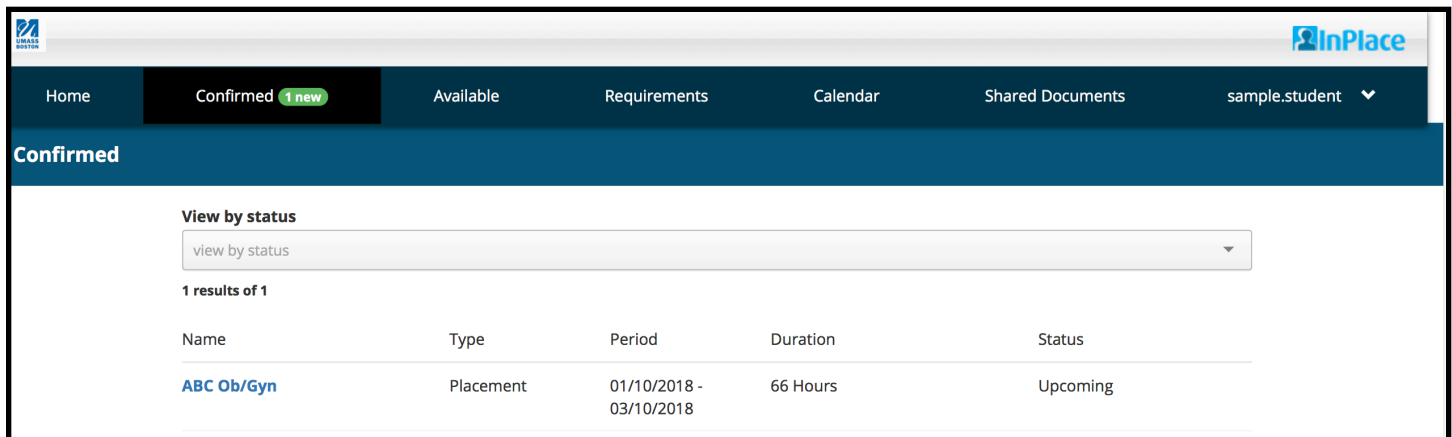


Click on

**Confirmed** in the toolbar to view all of your confirmed placements.



Here, you will see a list of all of your confirmed upcoming placements. Click on the name of an agency to view more details.



Here you will find information regarding the field agency you will be performing your clinical at.



The screenshot displays the InPlace web application interface. At the top, there is a navigation bar with links for Home, Confirmed (1 new), Available, Requirements, Calendar, Shared Documents, and a user profile for sample.student. Below this, the main content area shows the placement details for 'ABC Ob/Gyn'. The placement is for 'Placement for SP18 - NURSN615' with dates from 01/10/2018 to 03/10/2018 and 66 Hours General. A tabbed interface includes 'Details', 'Schedule', 'Docs', 'Assessment', and 'Carpool'. The 'Details' tab is active, showing a map of Sparrow Hospital at 1433 E Michigan Ave, Suite C, Lansing, Michigan. Below the map, the agency address is listed, followed by 'Additional Placement details' and 'Additional Agency details'. Under 'Additional Agency details', there is a section for '(Global)' with a sub-section 'Experience Offered' containing 'Fundamentals' and a plus sign icon.

You should be all set for your placements. Good luck!

## Privacy Warnings and Tips

InPlace Smart Placement Solutions stores and manages your personal data, some of which may be sensitive. It is your responsibility to keep your health and academic records safe. Please follow these useful tips:

### DO:

- Use strong passwords
- Log into InPlace in a private place, i.e. your home or room
- Connect to a private Wi-Fi network (UMB Campus or Resident Halls Wi-Fi is safe to use)
- Log off of InPlace when you are finished

### DO NOT:

- Give your password to another person
- Log into InPlace in a public place such as a coffee shop or on public transit
- Leave your laptop or phone unattended
- Connect to insecure networks

If you need assistance or are experiencing difficulties with using InPlace, please send an email to [inplacehelp@umb.edu](mailto:inplacehelp@umb.edu). A reply will be sent within 24 hours.

If you are unable to log into InPlace because of problems with your UMB password, please contact the UMass Boston IT Service Desk at 617.287.5220. Please note that IT cannot assist with technical issues with InPlace. You must use [inplacehelp@umb.edu](mailto:inplacehelp@umb.edu) for InPlace technical assistance with placements and clearance criteria.

(The service desk cannot process password resets via email for security purposes).

IT Service Desk Hours: Monday through Friday, 8am - 6pm (Closed on weekends and holidays)

Monday through Friday, 8am - 5pm during Summer and Winter sessions.