

How to use IPT (Field Instructor)

Go to: www.runipt.com

- The EMU Organization ID is emich
- All field instructors and students will be supplied a unique User Name and Password before they can log in; this will be sent by the field team.
- Please note that the login information is UPPPER/lower case sensitive!



Eastern Michigan University

Please Login to Ipt:

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

Organization ID

User Name

Password



[Forgot your username or password?](#)

Login

[Clear Organization Id](#)

If you have any questions, please contact Field Office Administrative Assistant Angela Palek 734-487-0367

Changing Account Login Information

- After initial login you will be prompted to input:
 - New Login Name
 - New Password
 - Confirm Password

Eastern Michigan University
Logged in: **Test emich Student** Logout

Change account login information:

New Login Name:

New Password:

Confirm New Password:

Save

IPT Home Page

- The *Home* page contains *My Forms* and *Change Password* links on the left hand side.
- You will have access to two tabs: *Home*, and *Field Instructor Detail*

Eastern Michigan University
Logged in: **Gaslight Anthum supervisor** Logout | Help

Home **Field Instructor Detail**

Welcome to Intern Placement Tracking

My Forms

Change Password

Field Instructor Detail Page

- The Field Instructor detail page provides the EMU SW Field Department with your contact information. This page allows you to view your Internship assignments information (Students assigned).
- Enter the following contact information:
 - Street address
 - City/state/zip
 - Phone
 - Fax
 - Training
 - MSW/BSW
 - Confirm Agency

The screenshot shows the 'Field Instructor Detail' page for Gaslight Anthum. The page header includes the Eastern Michigan University logo and navigation links. The main content area contains a form for entering contact information, including fields for Last Name, First Name, Street Address, City, State Zip, Email, Phone, Fax, and Training. There are also checkboxes for MSW and BSW, and a text field for Agency. A 'Save' button is located above the form. Below the form is a section for 'Internship Assignments' with a table showing one assignment for the Fall semester. A 'View in printable form' link and another 'Save' button are at the bottom.

Eastern Michigan University
Logged in: Gaslight Anthum supervisor
Logout | Help

Home | Field Instructor Detail

Home > Field Instructor Detail
Upload Picture | Forms

Field Instructor Detail: Gaslight Anthum

Save

Last Name Phone
First Name Fax
Street Address Training
City, State Zip
Email
 MSW
 BSW
Agency



Internship Assignments

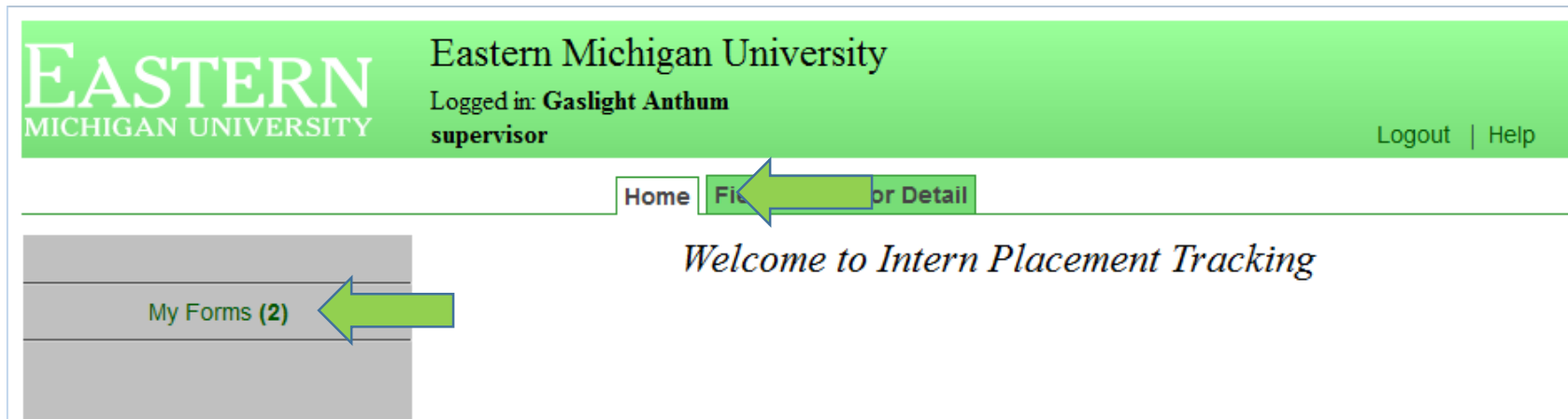
Semester	Student Name	Phone Number	Student Group
view Fall	A Beach, Lifes		F-2015-MSW

View in printable form

Save

Access Forms

- From your *Home* page choose *My Forms*



My Forms Page

- On the *My Forms* page your forms assigned will be listed.
- Choose the *view* option to edit and view the form.

