IPT NEW ACCOUNT INSTRUCTIONS (STUDENT)
Each student will receive the following email from

Jackie Jensen <emailer@runiupt.com>

which contains instructions on how to log into your new IPT account along with your default login information.
Your new account for the electronic field internship tracking system (IPT) has been setup. To access the account visit:

www.runipt.com

Log in using the default information provided at the bottom of this email.

When logging into your account for the first time using the default user name and password, you will be required to create a new user name and password for your account that will be used for all future logins. To complete this information enter a new login name and password of your choice into the appropriate fields, confirm your new password and click on "Submit". Please note that your new user name and password are case sensitive, and once you have submitted your new login information the default login will no longer work.

If you have any questions, please contact Jackie Jensen at jackie.jensen@und.edu.

Please remember the user name and password are case sensitive and must be entered exactly as shown.

Default Login Information:
Organization Id: undsw
User Name: Ouz3444Q
Password: lpt
To access your new account please visit the following website: www.runipt.com
Log in using default information found at the bottom of the email.

- Remember the user name and password are case sensitive and must be entered exactly as shown.
Change account login information.

- Enter your choice for new login name.
- Enter your choice for new password.
- Confirm your new password.
- Click the “Submit” button.
After you click “Submit” the following message should appear indicating that the change was successful.

Next click the “Back” button and it will take you to your home page.
When you successfully log into IPT with your new user name and password, your home page is the first page you will see.

In the Navigation panel on the left side of the page you will find “My Forms” and “Change Password”.
New Form Scheduled Email

- When a form is scheduled you will receive the following email to let you know that you need to log into your IPT account to read and complete the scheduled form. It will also tell you which form has been scheduled.

Mon 4/18/2016 12:57 PM
Jackie Jensen <emailer@runipt.com>
You have a new form scheduled from UND Social Work
To: Jensen, Jackie

Please log into your account at www.runipt.com to read and complete the scheduled form:

MSW Field Education Application - Fall 2016 Spring 2017
My Forms

- All forms are listed here.
  - * Scheduled – forms administration sends out.
  - * Self-Scheduled – forms that you will need to add to the list (if necessary).
    - Request for Part-Time Field Internship
    - Request for Field Internship at Agency Employed
    - Field Internship Contact Information
    - Field Education Timesheets (copy feature)

- This list shows the status and due date of each form.
- Completed forms can be hidden from this list by placing a check mark in the box next to “Hide Completed Forms”.
- To view a form, click on “View” and it will open the form in a new window.

<table>
<thead>
<tr>
<th>[Template]</th>
<th>Batch Name</th>
<th>Form ID</th>
<th>Status</th>
<th>Signed</th>
<th>Waiting For</th>
<th>Schedule Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>MSW Field Education Application</td>
<td>Fall 2016 Spring 2017</td>
<td>Jensen, Jackie</td>
<td>new **</td>
<td>Student</td>
<td>2016-04-18</td>
<td>2016-04-22</td>
</tr>
</tbody>
</table>
My Forms

- To add a self-scheduled form to your list, click on “Add New Form” in the upper left corner.
  - *This will take you to a page where all self-scheduled forms are listed.*
  - *Click on “Add Form” next to the form you would like to add to your list.*

This will add the self-scheduled form to your Forms list.
Change Password

- Change account login information here.
  
  * Enter current password.
  * Enter new password.
  * Confirm new password.
  * Click the “Submit” button.
Forgot Username or Password

- If you forget your username or password, click on the “Forgot your username or password?” link under the login information on the IPT Login page.
Username/Password Reset

- When you click on “Forgot your username or password?” it will bring you to the reset page where you will enter the following:
  - Organization ID: undsw
  - User Type: Student
  - Email Address: ________________

- Then click on the “Submit” button.
Confirmation Page

■ When you click on “Submit” it will take you to a confirmation page where it will tell you that a reset link has been sent to your email address.

* NOTE: This is helpful because it will list your email address so that you know if there was any mistakes made in entering your email address on the previous page, in case for some reason you don’t get the reset link.

■ Also, it states that the link will only be valid for two hours. If for some reason that you are unable to reset your username and/or password before that time, then you will have to redo the above steps.
IPT Password Reset Email

When you receive the following IPT Password Reset email, click on the link to reset your username and password.

Change Account Login Information

- Enter new Login Name if you forgot your name.
- Enter New Password if you forgot your password.
- Confirm New Password.
- Click on “Submit”.

* NOTE: You can skip changing your username and password by clicking on the “Skip changing password. Go to Standard Login Page” in the lower left corner of the page.
After you click “Submit” the following message should appear indicating that the change was successful.

Next click the “Back” button and it will take you to your home page.
Click on the “Student Detail” tab, top center, to bring up your Student Detail page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Jensen</td>
</tr>
<tr>
<td>First Name</td>
<td>Jackie</td>
</tr>
<tr>
<td>Street Address</td>
<td>225 Centennial Drive, Slop 7135</td>
</tr>
<tr>
<td>City, State Zip</td>
<td>Grand Forks, ND 58202</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:jackie.jensen@und.edu">jackie.jensen@und.edu</a></td>
</tr>
<tr>
<td>Graduation Date (yyyy-mm)</td>
<td>1999-08-12</td>
</tr>
<tr>
<td>Phone</td>
<td>701-777-4828</td>
</tr>
<tr>
<td>Birthdate (yyyy-mm-dd)</td>
<td>1999-08-12</td>
</tr>
<tr>
<td>Faculty Liaison</td>
<td></td>
</tr>
<tr>
<td>Field Coordinator</td>
<td></td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
</tr>
</tbody>
</table>

**Agency Preferences**

1. Third Street Clinic
2. Andrew Residence

**Field Assignments:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Agency</th>
<th>Field Instructor</th>
<th>Phone Number</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>UND Social Work Adjuncts</td>
<td>Instructor, Field</td>
<td>701-777-2069</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*View in printable form*
Enter the following information into your Student Detail page.

- Last Name
- First Name
- Street Address
- City, State Zip
- Email
- Student ID
- Resume – upload a copy of your current resume here (PDF)
- Phone
- Advisor – choose assigned advisor from drop down list

Once you have completed filling in these fields, please click “Save” at the bottom.
Selected information from your Student Detail page will be prefilled into IPT forms for your convenience so that you do not have to re-enter this information manually each time. If one of the fields are left blank or if you choose not to enter that field, you will need to manually enter it on each form that requests that information.
You will be unable to edit the following fields on your Student Detail page:

- Group
- Faculty Liaison
- Field Coordinator
- Field Assignments
The following can be found in the upper left corner of the Student Detail page.

- CSWE Statistics
- Forms
- Upload Picture
CSWE Statistics

- We encourage you to fill out this section, however it is not required.
- Once completed, please click on the “Save” button.
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Example email:

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MSW Field Education Application - Fall 2016 Spring 2017
_forms

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![](Forms.png)
Self-Scheduled Forms

To add a self-scheduled form to your list, click on “Add New Form” in the upper left corner.

* This will take you to a page where all self-scheduled forms are listed.
* Click on “Add Form” next to the form you would like to add to your list.

This will add the self-scheduled form to your Forms list.
Upload Picture

- This is where you can upload a picture to your Student Detail page (optional).
  
  * Click on “Browse” and select the photo you would like to upload, it will attach the photo in the browse bar.
    - Note: The picture file must be in .jpg format.
  
  * Then click “Upload File”.
Confirm Picture Selection

- You will need to confirm the photo that you chose to upload by clicking on one of the following:
  - Accept – will insert the picture into your Student Detail page.
  - Cancel – will bring you back to your Student Detail page.
  - Go Back – will bring you back to the Upload Picture page to select a picture to upload.
Picture on Student Detail Page

This is how your photo will appear on the Student Detail page.
Delete Picture

- To delete the photo off your Student Detail page, click on “Upload Picture” in the upper left corner of the page and the Select Picture to Upload box will appear.
- Then click on “Delete Current Picture”.

- A pop up box will appear asking you if you want to delete the picture currently uploaded, click on “OK”.

![Image of select picture upload box and delete current picture button]
SELECTING AGENCY PREFERENCES
Click on the “Agency List” tab at the top center to view a list of agencies with which we currently have a contract.
You will notice at the top of the Agency page there are various options to view the agencies:

- Sort
- Search
- Alphabetically
You can sort by:

- Agency Name
- Address
- MSW (if they are an MSW placement site)
- BSW (if they are a BSW placement site)
- Location Code (WE DON’T USE)
- Primary Classification (WE DON’T USE)
You can search for keywords.

For example:

* Agency Name
* Address
* City
* State
* Zip Code
You can also find an agency alphabetically.

- For example:
  - A–Z (displays all agencies)
  - AAB, CDE, FGH, IJK, LMN, OPQ, RST, UVW, XYZ
    (displays agencies that start with those letters)
Once you have found an agency where you are interested in completing your internship, click on the name of the agency (i.e. UND Social Work Adjuncts) and it will bring you to the Agency Detail page.

Click on “Add Preference” at the bottom of the page in blue.
That agency will then be added to your “Agency Preferences” on your Student Detail page.
You will notice there are options under your Agency Preferences.

- You can reorder the agencies by moving them up or down.
  
  * This enables you to prioritize and display them in the order that you prefer.

- You can also delete an agency from your list.

- There is a maximum of four agencies that can be added to your Agency Preferences.

<table>
<thead>
<tr>
<th>Agency Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Third Street Clinic</td>
</tr>
<tr>
<td>2 Andrew Residence</td>
</tr>
</tbody>
</table>
If the agency that you are looking for is not in our Agency List, you will be unable to add them to your Agency Preferences on your Student Detail page.

- If you cannot find an agency in our Agency list, please complete the Field Internship Contact Information form (this is a Self-Scheduled form).

  * NOTE: This form is similar to the Agency Preferences section on your Student Detail page, but is for new field agencies that we do not currently have a contract.
HELP
For help with IPT click on “Help” in the upper right corner of the page.

This will bring up a list of headings in a new window so you can begin navigating your issue to find a resolution.
To close Help, click on “Close” in the upper right corner of the page.

A pop up box will appear asking if you want to close the tab, click on “Yes”.
LOG OUT
To log out of IPT click on “Logout” in the upper right corner of the page.

A successful log out should take you back to the login page.
If you are unable to find a resolution through IPT Help or have any other questions/concerns regarding IPT, please contact the department’s IPT administrator:

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Grand Forks, ND 58202-7135
701-777-4328
jackie.jensen@und.edu