



# Intern Placement Tracking (IPT) Instructions for Liaisons

Department of Social Work

# Introduction

The Intern Placement Tracking (IPT) system is a web-based practicum monitoring system designed to keep track of students placed in internship programs with various agencies. The University of Memphis Department of Social Work implemented IPT in order to more effectively track student placements. IPT also provides a paperless solution for tracking and archiving online field forms.

# Getting Started: Logging In

- The IPT database is how you will complete everything for your practicum. The following is a brief introduction on how to access this database.
- **Log In Information:**  
The IPT website is online at: [www.runipt.com](http://www.runipt.com).
- Once you access the webpage, there are three fields that must be completed. The fields are case sensitive. For U of M Social Work students, field liaisons, field instructors, and agencies, the organization ID will always be:
- Organization ID: memphis  
User Name and Password will be provided to you via email.

# Getting Started: Logging In

University of Memphis

## Please Login to Ipt:

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

Organization ID

User Name

Password

[Forgot your username or password?](#)

Login

# Changing Username and Password

- IPT-Web accounts are automatically created for each agency, supervisor, and student as they are added to the database. These accounts are assigned a default username and password that must be used to log into the account for the first time.
- After you create your own password, the default will no longer work. You must use the new username and password for any future access. If you forget the username and/or password they created, the field directors can reset your password to the default and you can login with the default again and repeat the above first time login process.

# Changing Username and Password

Change account login information:

|                      |                                     |
|----------------------|-------------------------------------|
| New Login Name       | <input type="text"/>                |
| New Password         | <input type="text"/>                |
| Confirm New Password | <input type="text"/>                |
|                      | <input type="button" value="Save"/> |

# Accessing Your Homepage

- There are 6 tabs located in the middle of the homepage; Home, Agency List, Field Instructor List, Student List, Group List, and Reports, as well as links on the left; My Forms (not shown below) and Change Password .  
After you change your password, it will take you to the homepage. This is the screen you will see every time you log into IPT. There will be different messages/reminders on the home page for students.
- My Forms: Ability to view which forms have been released to your students as well as view their progress.

[Home](#) [Agency List](#) [Field Instructor List](#) [Student List](#) [Group List](#) [Reports](#)

*Welcome to Intern Placement Tracking*

[Change Password](#)

# Accessing Your Homepage

- Logout: click on button anytime to exit the database
- Change Password: Allows you to change your username or password at any time.

THE UNIVERSITY OF  
**MEMPHIS**

University of Memphis  
Logged in: **John Doe**  
Faculty Member (preview) (readonly)

[Logout](#) | [Help](#) | [Forum \(New Posts\)](#)

[Home](#) [Agency List](#) [Field Instructor List](#) [Student List](#) [Group List](#) [Reports](#)

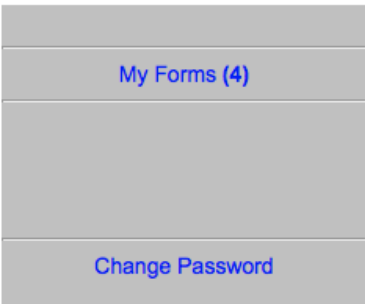
*Welcome to Intern Placement Tracking*

[Change Password](#)



# Utilizing and Tracking Forms

- Through the IPT database, the Field Consultation forms will be released to the student, Field Instructor, and you. Due Dates will be stated in the forms section.
- To access forms that are used by the student (s) you are supervising, click on My Forms on your homepage.



*Welcome to Intern Placement Tracking*

# Utilizing and Tracking Forms

- This is the list of forms currently available to you and your student (you will also receive an email notification when forms have been made available to you).
- If you have multiple students, click on the form with the student's name on it that you wish to view.

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

## Online Forms List For: Jim Doe

Hide Completed Forms

|                      | <a href="#">[ Template ]</a>   | Batch Name         | <a href="#">Form ID</a> | <a href="#">Status</a> | <a href="#">Signed</a> | Waiting For      | Schedule Date | Due Date   |
|----------------------|--------------------------------|--------------------|-------------------------|------------------------|------------------------|------------------|---------------|------------|
| <a href="#">View</a> | Field Consultation Report Form | Liaison Test Group | ✉ Doe, Jane             | new **                 |                        | Field Instructor | 2015-08-11    | 2015-08-11 |

# Utilizing and Tracking Forms

- The Waiting For section tells you which person is working on the document/needs to sign the document.
- To view a document, click on View.
- The Field Coordinators will be able to access and view the forms as well.

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

## Online Forms List For: Jim Doe

Hide Completed Forms

|                      | <a href="#">[ Template ]</a>   | Batch Name         | Form ID     | Status | Signed | Waiting For      | Schedule Date | Due Date   |
|----------------------|--------------------------------|--------------------|-------------|--------|--------|------------------|---------------|------------|
| <a href="#">View</a> | Field Consultation Report Form | Liaison Test Group | ✉ Doe, Jane | new ** |        | Field Instructor | 2015-08-11    | 2015-08-11 |

# Questions or Concerns

If you have any questions or concerns regarding IPT, please do not hesitate to contact the field coordinators. Our information is below:

BA Field Coordinator – Kenya Anderson,  
[kconley@memphis.edu](mailto:kconley@memphis.edu)

MSW Field Coordinator – Laura Taylor,  
[lctylor1@memphis.edu](mailto:lctylor1@memphis.edu)