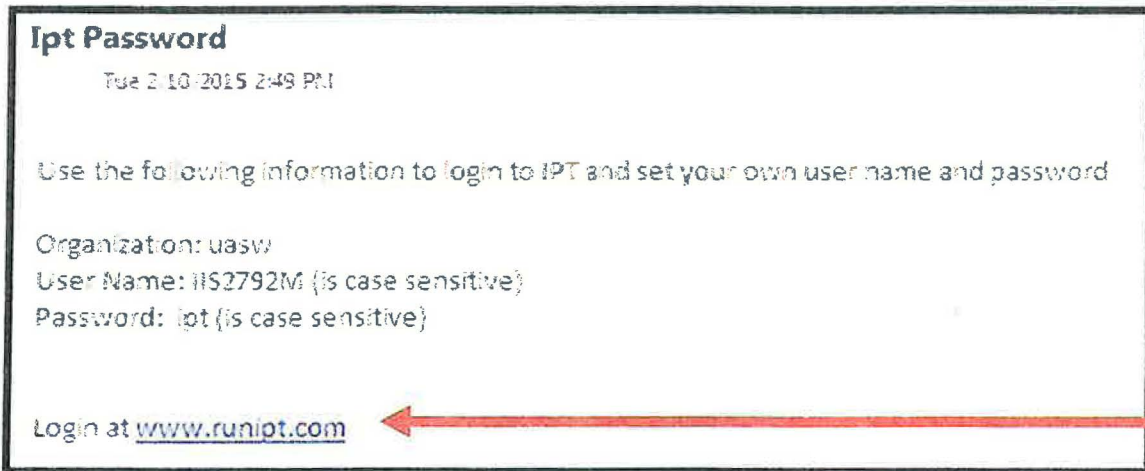


How to Log In to IPT

In order to manage the student's day to day activities and establish learning activities, the School of Social Work employs the use of an online system called IPT (Intern Placement Tracking).

Before you can begin utilizing the Learning Contracts or student logs, you will need to know how to access the system the first time. This guide will show you how to set up your IPT account so that placements can officially begin!

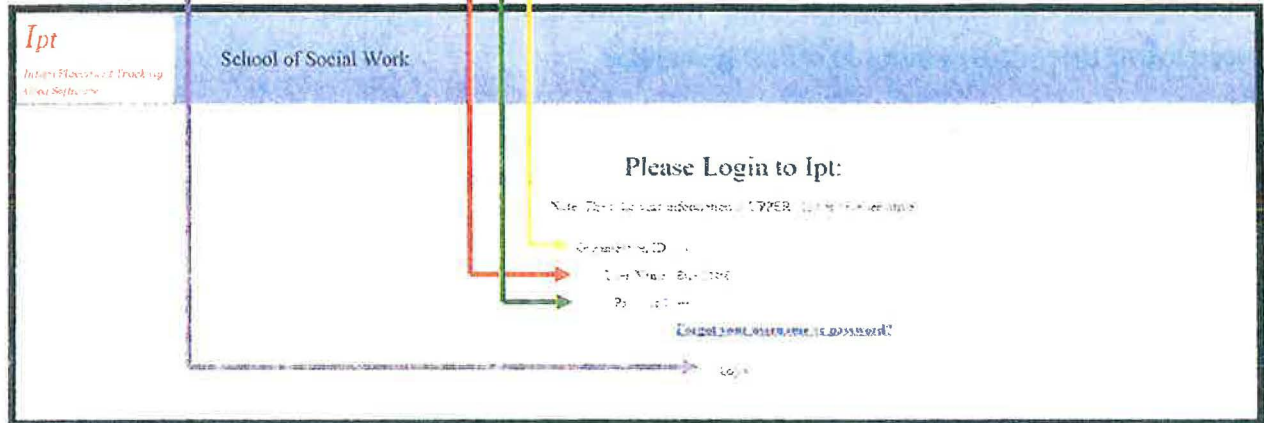
1. When the time approaches for the first day of placement, we will set everyone up with default login information. When we set you up, you will receive an email that has the information in the below image.
 - a. It is important to remember that your email may not look exactly like this. Many times, we include your default login information in a welcome email, which will look different than the image below.
2. When you receive this information, you will visit www.runipt.com.



3. Once you get to the website, you will use the default information we sent in your email to login.

a. You will enter the username, password, and organizational ID in the appropriate places.

4. Click Login.



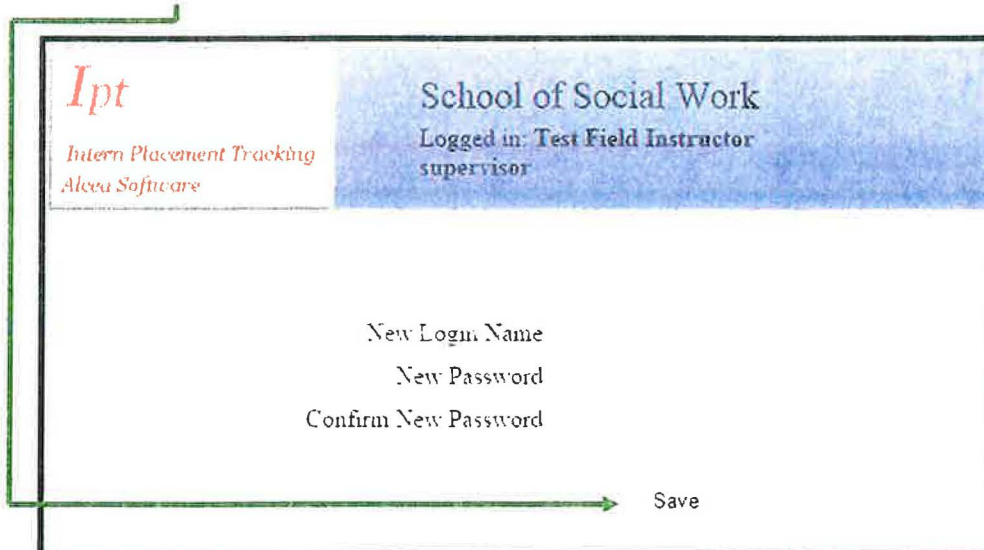
5. Once you enter the default login information from your introductory email and click Login, the very next screen will be the one pictured below.

a. You will now choose your personalized login information.

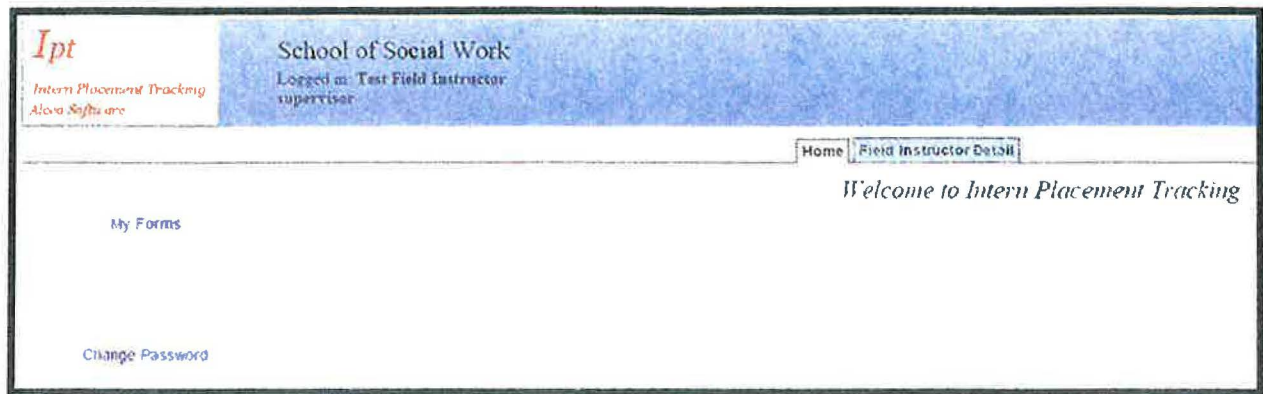
b. You will choose a new username (seen below as "Login Name")

c. You will also choose and confirm a new password.

d. Click Save.



6. Once you click save, you should see the screen below.



Congratulations! You have logged into IPT and set up your account!

