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 UPPER/lower case sensitive!

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

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
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
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.