
Intern Placement Tracking (IPT) Instructions for CSUSB Social Work (Field Instructors and Students)

Introduction

CSUSB was the first graduate program in the State of California to implement a field software tracking program known as 'IPT'. Rather than students having to maintain hard copies of learning plans and outcome evaluations, they are completed on-line through the I.P.T. program. This program allows for a centralized way to track and maintain student progress in field.

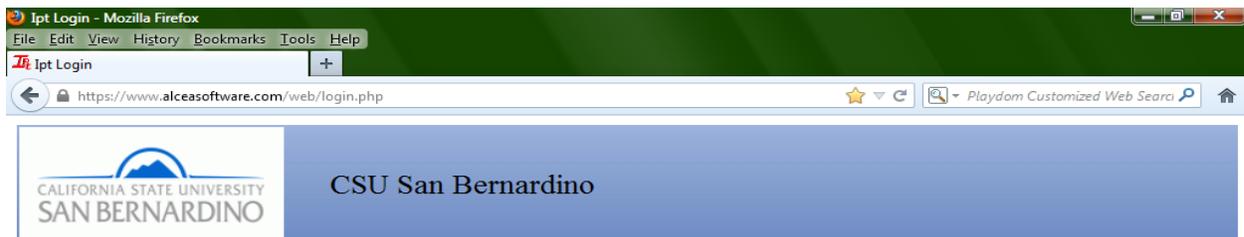
The Intern Placement Tracking system is a web-based software system designed to keep track of students placed in internships with various agencies. The CSUSB School of Social Work implemented IPT in order to effectively track student placements, provide students a more effective way to research prospective field agencies, and maintain an electronic Learning Plan and Outcome Evaluation.

The IPT system allows both the School of Social Work and field agencies to communicate with students.

Because of this, it is an essential part of all your fieldwork responsibilities to keep all information current.

Getting Started

The IPT website is located at <http://www.runiptca.com> or <https://www.alceasoftware.com/web/home.php>.



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](#)

Default Login

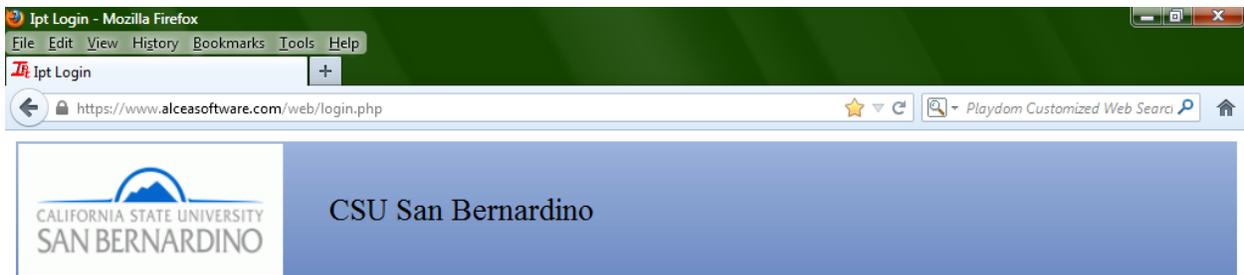
On the main page you will find three fields: **Organization ID**, **User Name**, and **Password**. All information entered in these fields is upper/lower case sensitive. The **Organization ID** will always be: **csusb** (all lower case).

Students: Once you have been accepted into the SW program (BASW/MSW), your information will be entered into the IPT system, and you will be emailed a default user name and password.

Field Instructors: Once your Field Instructor Information Form has been completed, submitted and received the CSUSB Field Team, your information will be entered into the IPT system, and you will be emailed a default user name and password.

https://csbs.csusb.edu/sites/csusb_csbs/files/Field%20Instructor%20Information%20Form.pdf

Please Note: If you have not received an email from Alcea Software / IPT with your default login information, please check your "SPAM" before contacting the Field Team. If you have not received this in either of your inbox or SPAM, please contact your field coordinator, and we will do our best to assist you.



Please Login to Ipt:

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

Organization ID

User Name

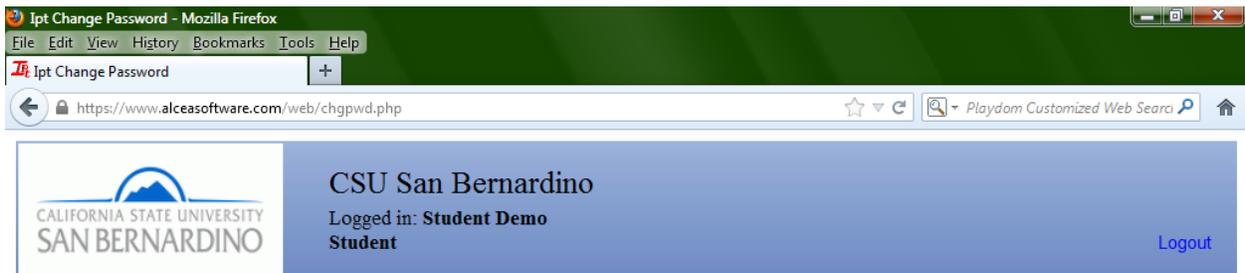
Password

[Forgot your username or password?](#)

[Clear Organization Id](#)

Changing your username and password

When you first log into IPT using the default login information provided by email (refer to previous page for details), you will be required to set a new user name and password. Your User Name and Password may be anything you like, but keep in mind that it is case sensitive. We ask that you make sure to write down your new login information just in case you may need to reference it at later time. For security reasons, CSUSB does not retain your new User Name/Password. However, should you forget or misplace it, field instructors and students can either contact the Administrative Assistant at 909-537-5565 or email any of the Field Coordinators to request that the User Name and Password be reset to the default. We will reset your login, and the IPT system will generate and auto-response email back to you which will have a new default login; you will be required to set a new user name and password.



Ipt Change Password - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Ipt Change Password
https://www.alceasoftware.com/web/chgpwd.php
Playdom Customized Web Search

 CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

CSU San Bernardino
Logged in: **Student Demo**
Student

[Logout](#)

Change account login information:

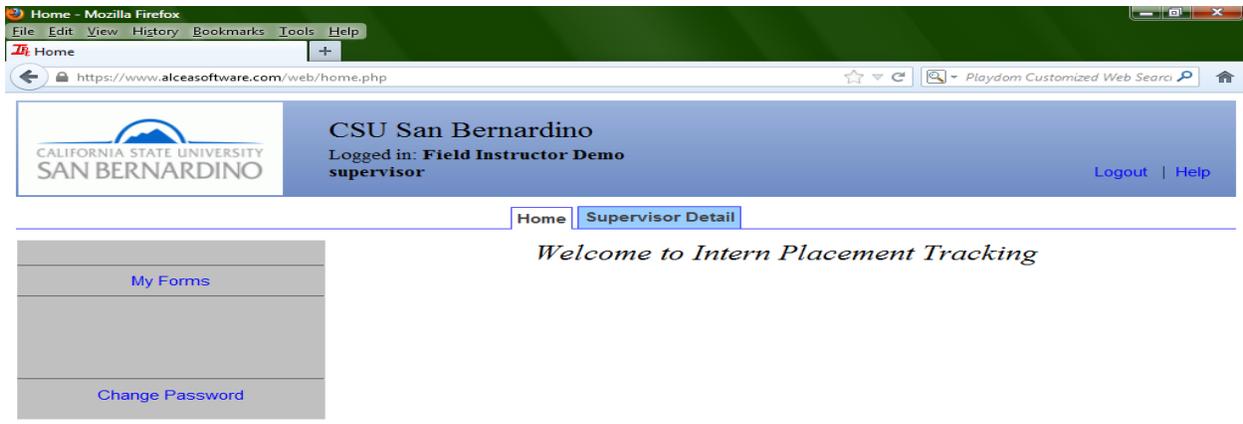
New Login Name	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
	<input type="button" value="Save"/>

IPT Home Page

Once your personal User Name and Password are established and saved, you will be directed to the IPT Home Page.

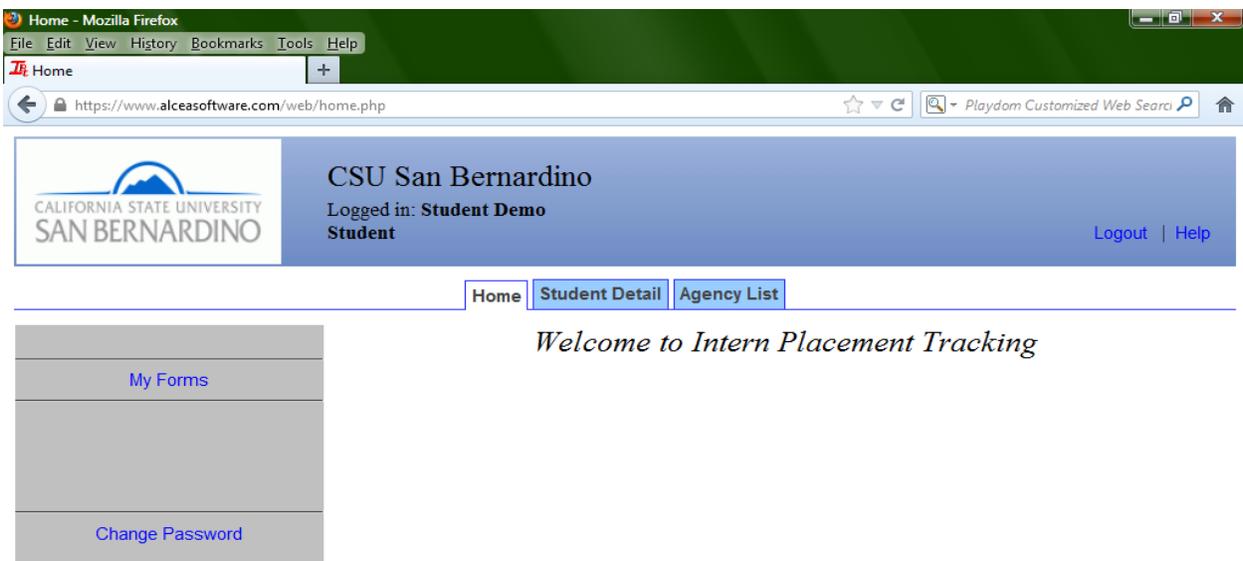
Field Instructors:

At the Home Page, two links are provided along the top of the page including **Home** and **Supervisor Detail**. On the left hand side of the page are links to **My Forms**, which is where you can find your Learning Plan Agreement, and **Change Password** (yours).



Students:

At the Home Page, three links are provided along the top of the page including **Home**, **Student Detail**, and **Agency List**. On the left hand side of the page are links to **My Forms**, which is where you can find your Learning Plan Agreement, and **Change Password** (yours).

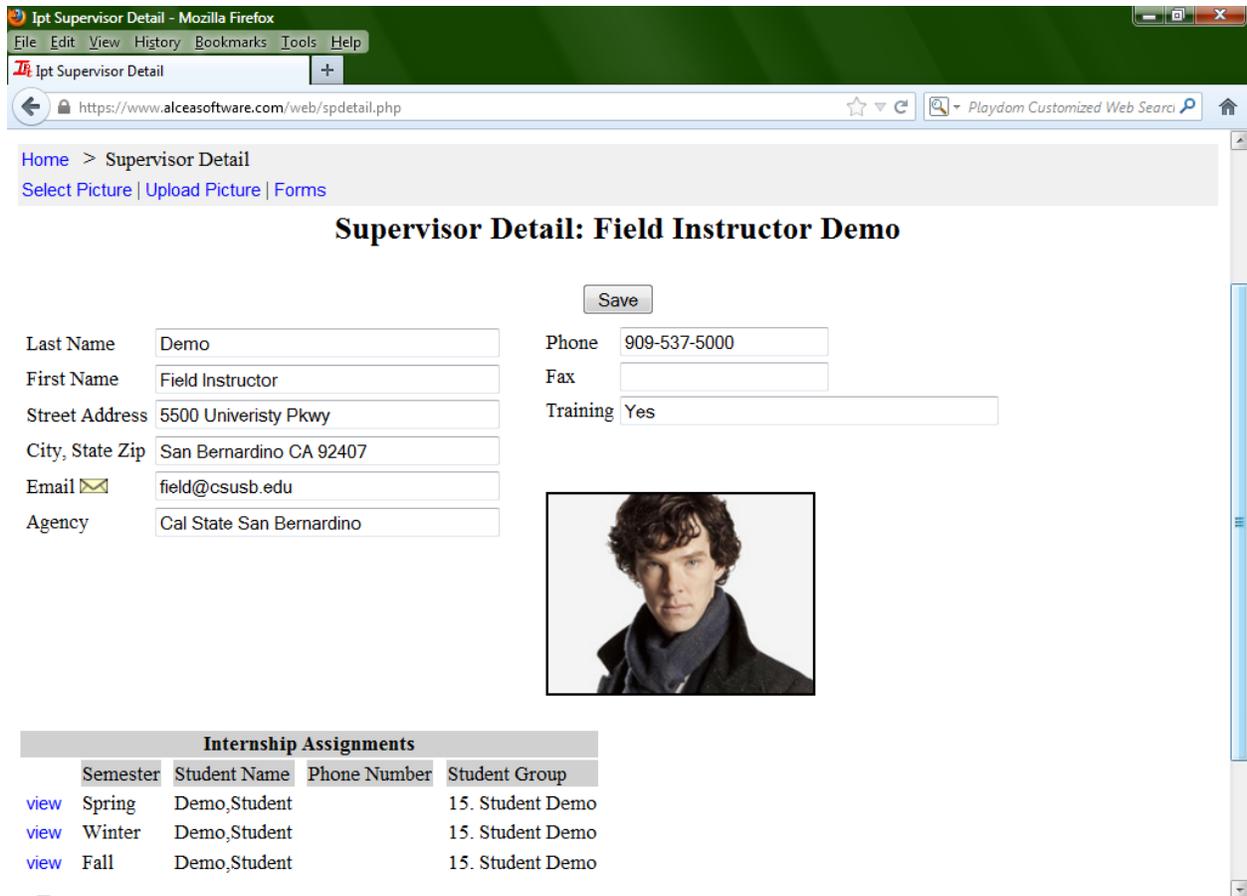


Top Menu Information

Supervisor Detail Page:

By clicking on the **Supervisor Detail** tab, you will be directed to your personal information page, which includes your name and address, phone number, email, agency you are with, fax, training information, and the students assigned to you. *This information will be used regularly by the School of Social Work to contact you, making it crucial that you keep this information updated.*

We also ask that you upload an image of yourself by clicking on the **Upload Picture** tab on the top left-hand menu of your Supervisor Detail page. This feature allows the CSUSB Field Team to “put a name with a face,” allowing them see who they can expect to work with. The upload process allows you to choose any picture in your computer, similar to attaching a file to an email.



Home > Supervisor Detail
[Select Picture](#) | [Upload Picture](#) | [Forms](#)

Supervisor Detail: Field Instructor Demo

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



Internship Assignments				
	Semester	Student Name	Phone Number	Student Group
view	Spring	Demo,Student		15. Student Demo
view	Winter	Demo,Student		15. Student Demo
view	Fall	Demo,Student		15. Student Demo

Student Detail Page:

By clicking on the **Student Detail** tab you will be directed to your personal information page which includes your name and address, phone number, email, emergency contact information, demographic information, and field placement information. *This information will be used regularly by the School of Social Work to contact you, making it crucial that you **keep this information updated.***

Additionally, you may notice that your email address in the IPT system is set to your CSUSB email account, and cannot be changed. It is the CSUSB School of SW policy that all emails are to be sent and received from your CSUSB email. If you have any problems with your student email account, contact the Data Center and Helpdesk at (909) 537-7677 (24/7) or go to their office in PL-1108 in the Library “Wedge.”

We also require that you upload an image of yourself by clicking on the **Upload Picture** tab on the top left-hand menu of your Student Detail page. This feature allows the CSUSB Field Team to “put a name with a face,” allowing them see who they can expect to work with. The upload process allows you to choose any picture in your computer, similar to attaching a file to an email.

ipt - Mozilla Firefox
File Edit View History Bookmarks Tools Help
ipt
https://www.alceasoftware.com/web/stdetail.php?uid=3063&rand=1
Playdom Customized Web Search

 **CSU San Bernardino**
Logged in: **Student Demo**
Student [Logout](#) | [Help](#)

[Home](#) [Student Detail](#) [Agency List](#)

[Home](#) > [Student Detail](#)
[CSWE Statistics](#) | [Forms](#) | [Upload Picture](#)

Student Detail: Student Demo

Group: **15. Student Demo**

Last Name	<input type="text" value="Demo"/>	Birthdate (yyyy-mm-dd)	<input type="text" value="2012-12-25"/>
First Name	<input type="text" value="Student"/>	Liaison	<input type="text"/>
Street Address	<input type="text" value="5500 Univeristy Pkwy"/>	Advisor	<input type="text"/>
City, State Zip	<input type="text" value="San Bernardino, CA 92407"/>		
Emergency Contact	<input type="text" value="Demo Mom"/>		
Emergency Phone	<input type="text" value="909-537-5000"/>		
Home Street Address	<input type="text" value="Same as above"/>		
Home City, State Zip	<input type="text"/>		



Field Assignments

Toward the bottom of the page, Field Instructors will be able to see the students who have been assigned to them, and be able to view their student profiles by clicking the 'view' link in blue next to their name. With this information, you will be able to stay in contact with your student.

Students will also be able to see the Field Instructors / Agencies they have been assigned to.

Students: If you find that you are assigned to the wrong agency and/or Field Instructor, or if there is no agency /Field Instructor information listed on the bottom of your Student Detail Page, please contact your assigned Field Coordinator so this can be corrected. This information being listed accurately ensures that the Field Instructor has access to your field forms.

Agency: DEMO AGENCY
[Change](#)

Degree/Certification:

FI Form:

Comments:

Internship Assignments				
	Semester	Student Name	Phone Number	Student Group
view	Fall	Demo, Student	909-537-5000	Student Demo
view	Winter	Demo, Student	909-537-5000	Student Demo
view	Spring	Demo, Student	909-537-5000	Student Demo

Uploaded Forms

In the middle of the page, just below the Student Information and Profile Picture, you will see a list of document titles followed by a paper/pencil icon. These are areas for you to upload specific field-related documents. You will only upload when directed to do so by a member of the CSUSB Field Team.

You will be able to upload by clicking on the paper/pencil icon, and following the prompts. Once you have uploaded your document successfully, you will see the word “view” shows alongside the paper/pencil icon. If you click on “view” you will be able to view the uploaded document. If, by chance, you ever need to delete an existing document, you can click on the paper/pencil icon, and select “delete.” This will, then, allow you to re-upload the correct document. Please be sure that you are uploading the document in the correct designated area, and for the correct year.

The screenshot shows a web browser window with the URL <https://www.alceasoftware.com/web/stdetail.php?uid=3063>. The page title is "Student Detail: Student Demo".

Group: Student Demo [Save]

Last Name	Demo	Phone	909-537-5000
First Name	Student	Pager	
Street Address	PASSWORD IS ; Test	Birthdate (yyyy-mm-dd)	2012-12-25
City, State Zip	San Bernardino, CA 92407	Liaison	DEMO FACULTY
Email		Advisor	
Emergency Contact	Demo Mom	Degree	
Emergency Phone	909-537-5000	Graduation Date (yyyy-mm)	0000-00
Home Street Address	Same as above		
Home City, State Zip			
Group	Student Demo		

Move Copy No Change

17-18 Resume [View](#)

17-18 Statement of Understanding

16-17 BASW Pre-Field Application

2016-2017 Field Resume

17-18 Statement of Understanding

Agency Preferences (Add)

Comments:





Windows taskbar: Type here to search, 3:16 PM, 10/16/2017

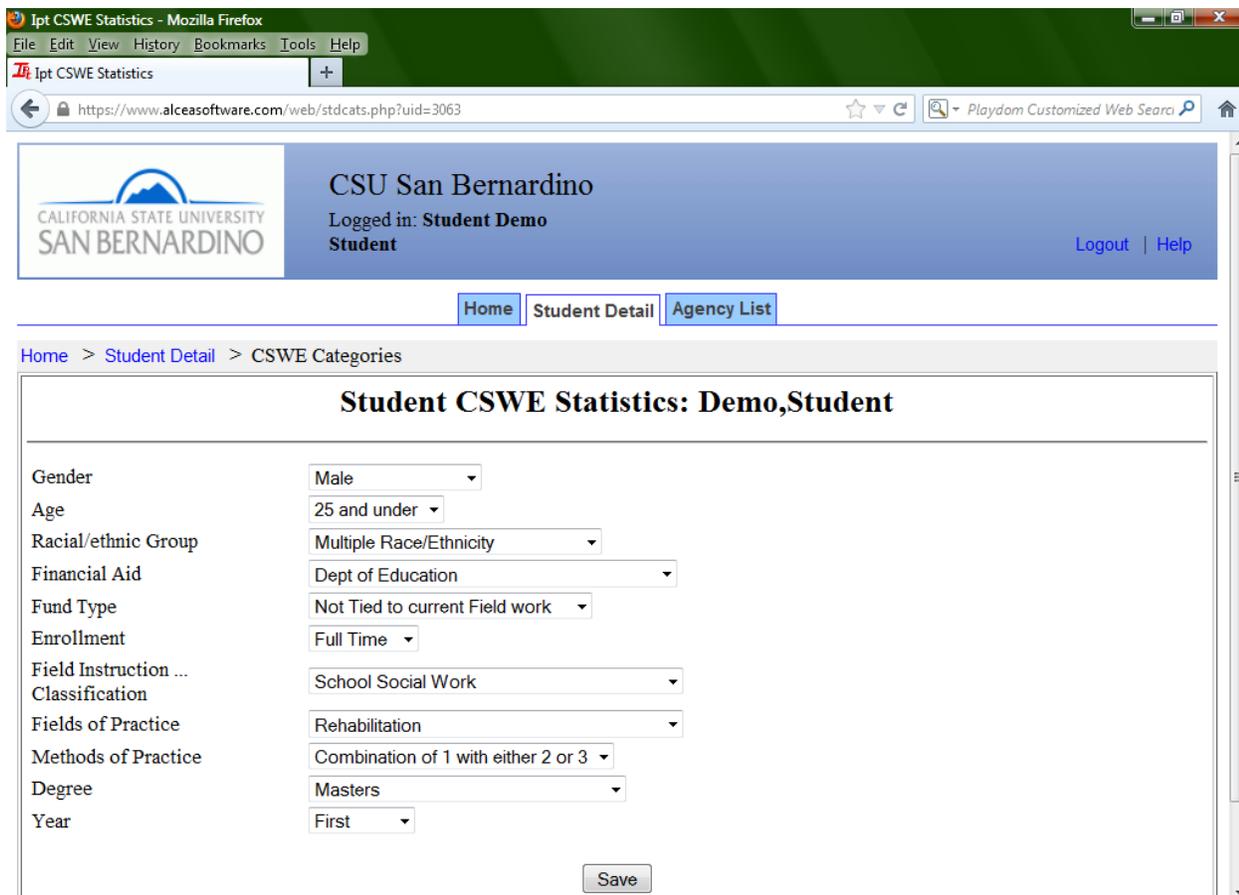
CSWE Statistics (Students Only):

Each year the School of Social Work is required to submit certain information about students to retain Council for Social Work Education (CSWE) accreditation. You will need to fill out this information during your second year in field by clicking in the **CSWE Statistics** tab on the upper left-hand menu on the student detail page. Fill in the Gender, Age, and Ethnic Group questions as they apply to you. Under Financial Aid, Select one of the following:

- Child Welfare IV-E if you are in the Title IV-E program,
- State of Local Government if you receive the Mental Health Stipend,
- Veteran's Benefits if you receive benefits through the GI Bill,
- Loan Unsubsidized or Subsidized if you receive financial aid or another option if it applies to you. Leave the field blank if none of the options apply to you.
- If you receive any type of stipend or payment from your agency, select Paid by Field Instruction Agency under Fund Type.
- If you are not paid by the agency, select Not Tied to current Field Work.

Select Full-Time or Part-Time Enrollment as it applies to you. Under Field Instruction as well as Fields of Practice, choose the option that most closely describes your internship. Under the Methods of Practice tab, choose Direct unless you have an internship that is specifically macro or policy related.

Under Degree, choose the degree that you are working on and under Year, select which year you are in the program. If you have any questions regarding how to fill out this section, you should contact Wendy Takahashi (WTakahashi@csusb.edu), or call 909-537-5565.



The screenshot shows a web browser window with the URL <https://www.alceasoftware.com/web/stdcats.php?uid=3063>. The page header includes the CSU San Bernardino logo and the text "CSU San Bernardino" and "Logged in: Student Demo Student". The navigation menu includes "Home", "Student Detail", and "Agency List". The breadcrumb trail is "Home > Student Detail > CSWE Categories". The main content area is titled "Student CSWE Statistics: Demo,Student" and contains a form with the following fields:

Gender	Male
Age	25 and under
Racial/ethnic Group	Multiple Race/Ethnicity
Financial Aid	Dept of Education
Fund Type	Not Tied to current Field work
Enrollment	Full Time
Field Instruction ... Classification	School Social Work
Fields of Practice	Rehabilitation
Methods of Practice	Combination of 1 with either 2 or 3
Degree	Masters
Year	First

A "Save" button is located at the bottom right of the form.

Agency List (Students Only):

By clicking on the Agency List Tab, you will be directed to all the field agencies currently in the IPT system. To see the full detail on any agency, simply click its name and you will be directed to the agency contact page.

Please Note: This information is made available for reference purpose only. Students are not to use this information to seek out their own placement opportunities, and/or to contact the agencies on behalf of the Field Team or School of Social Work.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Student Detail', and 'Agency List' tabs. Below the navigation bar is a search bar with the text 'Sort | Search'. The main heading is 'Agency List'. Underneath, there is a filter bar with 'A-Z AAB CDE FGH IJK LMN OPQ RST UVW XYZ'. A list of agency names follows, including 'Aegis Medical', 'Asian American Drug Abuse Program', 'Barstow Counseling Center', 'Bilingual Family Counseling', 'Building a Generation', 'C.H.A.R.L.E.E. Family Care Inc.', 'CA State Assembly- District Office', 'Canyon Ridge Hospital', 'Care Connexus', 'Caritas Counseling Services', and 'Carlin F. Wiles Center for Children'.

By clicking on the words Agency Web Site in blue, a new window will open in your browser with that agency’s website for you to research the agency, the population served, the types of programs they offered, etc.

The screenshot shows the 'Agency Detail' page for 'Cal State San Bernardino'. The navigation bar at the top has 'Home', 'Student Detail', and 'Agency List' tabs. Below the navigation bar, there is a breadcrumb trail 'Agency List > Agency Detail' and 'PREV | NEXT' links. The main heading is 'Agency Detail: Cal State San Bernardino'. The page contains several form fields: 'Agency' (Cal State San Bernardino), 'Street Address' (5500 Univeristy Pkwy), 'City, State Zip' (San Bernardino, CA 92407), 'Phone' (909-537-5000), 'Fax' (empty), and 'Location Code' (SB). There is also a field for 'Agency Web Site' (csusb.edu) and a section for 'Internship Information' which is currently empty.

Final Note on IPT

Reminder:

If you forget either your User Name or Password, have any questions and/or come across any operational errors. regarding the IPT system, please contact Wendy Takahashi (WTakahashi@csusb.edu), or your Field Coordinator.

We also welcome any feedback and/or suggestions for how to make the IPT site more effective.

Have a Great Year in Field!