

Agency Selection Instructions

Hello All,

By now many of you have received your login for the Internship Placement Tracking {IPT} system and begun reviewing agency descriptions. There is a link to access the 2015-2016 Agency availability list {check the 2015-2016 Fall/Spring Internship Information Page}. Every Monday after 6pm, check the agency availability list for new updates. {There may not always be updates}. In addition, if there is an update before Monday, it will be posted on the “Home” page of the IPT system. Once it has been added to the updated list, it will be removed from the “Home” page.

The interviewing period is from Tuesday, April 7, 2015 to Wednesday, May 6, 2015. Deadline to submit your agency preferences via IPT is on Wednesday, May 6, 2015.

You will be submitting your agency preferences through the Intern Placement Tracking {IPT} system. Below are step-by-step instructions on how to properly submit your agency preferences.

Submitting Agency Preferences:

1. Log into the Intern Placement Tracking {IPT} system
 - a. Website: www.alceasoftware.com/web/login.php
 - b. If you still do not have a login, please email Rosetta Cheers, Field Program Coordinator and request a login.
2. Click on the tab, “Agency List.”
3. Next, click on the name of the agency that is your first choice.
 - a. For example, if I wanted to select Minnesota Aids Project as my 1st choice, I would:
 - i. Click on Minnesota Aids Project—the agency description should then appear on the screen
4. Scroll to the end of the agency’s description and there will be a blue link “Add Preference.”
5. Click on “Add Preference.” This should then take you directly to the “Student Detail” tab, which is your student IPT profile.
6. Now you should see your agency preference listed.
7. Repeat steps 3-5, to add additional agency preferences.
8. Click on the “Save” button located at the top or bottom of the “Student Detail” page.

Rearranging the Order of Agency Preferences:

1. Click on the “up” or “down” links to change the order of the agencies listed in your “Agency Preferences” section.
2. Click on the “Save” button located at the top or bottom of the “Student Detail” page.

Deleting a Preference:

1. Click on the “delete” link next to the agency name.
2. Click on the “Save” button located at the top or bottom of the “Student Detail” page.

Specifying Units/Departments or Schools:

If you are submitting multiple preferences within a specific agency and/or school...

1. Select the agency as a preference multiple times.
 - a. For example, if I wanted to select Hiawatha school as my first preference and Sheridan school as my second preference, then I’d select Minneapolis Public Schools twice. It should appear twice in the list of preferences.
2. Next, click on the “Comments” section and type in the name of the unit/department/school of each ranked preference.
 - a. For example, to indicate the specific schools listed in the previous step, the following would be acceptable: Preference 1 – MPS, Hiawatha; Preference 2 – MPS, Sheridan. {This would be the same for agencies such as the VA Medical Center, all county placements, St. Paul Public Schools, Washburn Center for Children, just to name a few.}
3. Click on the “Save” button located at the top or bottom of the “Student Detail” page.

The IPT system allows you to select up to seven {7} preferences.

Important Information About Submitting Agencies

1. Do Not select an agency at which you are not willing to be placed.
2. Do Not select an agency at which you have not interviewed.

REMINDER:

- Last day of interviewing period: Wednesday, May 6, 2015
- Agency preferences submission deadline: Wednesday, May 6, 2015
- Absolute last day to add/delete/rearrange preferences: Friday, May 8, 2015

IF YOU NEED TO MAKE A CHANGE AFTER MAY 6th PLEASE EMAIL ROSETTA CHEARS ASAP TO INFORM HER OF YOUR CHANGE YOU’VE MADE IN IPT