

Steps to input Programmes/Opportunities in InPlace

- Login to InPlace (via Chrome Browser)

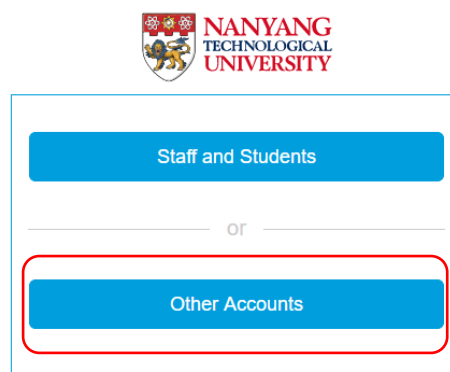
New User

For new sign-up on InPlace, please click [here](#) to complete the registration.

After successful activation, you will receive an email login details to access [InPlace](#).

Existing User

Click on “Other Accounts” to input your login details sent to you earlier.



- Amending/Creating Supervisor’s details

(Supervisor’s details need to be created first)

- 1) Click on “Employer Details” on the top right of the screen.



- 2) Scroll down the page till “Employer Personnel” to view supervisor details. Click on “Add Personnel” to create a new supervisor’s details.

Employer Personnel	
<input type="checkbox"/> Show All Personnel	
Name	Type
Ong	Contact
Pan	Contact
Sheela	Employer Co-ordinator
1 10 items per page	
<input type="button" value="Add Personnel"/>	

- 3) Fill in the Supervisor's details accordingly and for the following fields:
- Select "Employer Supervisor" under "Personnel Type".
 - Tick 'Permit View' for the selected School/Discipline.
 - Click on the "Save" button once completed.

Personnel
✕

Personnel Type

Title

Given Name

Surname *

Other Details

Email

Business Phone

Mobile Phone

Fax

Experience

Personnel Details

Active

Discipline	Permit View	Receive Correspondence	Student Contact
School of Humanities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College of Business (Nanyang Business School)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School of Social Sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

✕ Cancel
Save

- **Submitting Programmes/Opportunities**

1) Under the Home page, click on “Respond” for the relevant internship programme.

Opportunities

Internship Request

Nanyang Business School Professional Attachment AY 2019 Sem 2 (10 Weeks) - 11 May 2020 to 18 July 2020

11/05/2020 - 19/07/2020
Closing date for responses: 01/12/2019

Respond

2) Fill in the fields accordingly and select the relevant specialisation(s) or course(s) for this internship programme/opportunity.

Add Internship for Nanyang Business School Professional Attachment AY 2019 Sem 2 (10 Weeks) - 11 May 2020 to 18 July 2020

Please complete the form below in order to provide us with the details of the Internship you are offering.

To add a new supervisor first create the supervisor record by adding the supervisor in the personnel section available via this link - ntu-agn.sg.inplacesoftware.com/employer/agency

Internship Overview

Name *

Description

Attachments

Internship Details

Employer

Start/End Dates Start: 11/05/2020 12:00 AM End: 18/07/2020 11:59 PM

Course and Specialisation (Please Indicate)

Allowance Monthly Display to students

Number of Places Max: 1

Application Details

Application Instruction

Course and Specialisation (Please Indicate) dropdown menu:

- Accountancy
- Actuarial Science
- Banking and Finance
- Human Resource Consulting
- Business Analytics
- Marketing
- Risk Management and Insurance
- Accountancy and Business
- Business
- Business and Computer Engineering

3) Search and add supervisor under the “Contact Information”. Check the “Supervisor” button.

Contact Information

Internship Coordinator

Name Email Phone

Supervisor

4) Click on [Submit] button once done.