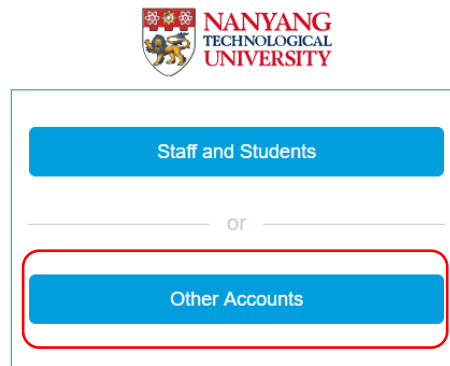


## Steps to input Programmes/Opportunities in InPlace

- **Login to InPlace**

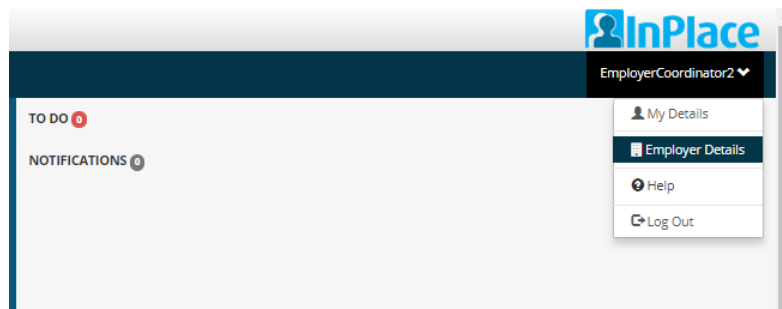
- 1) Click on “Other Accounts” to input your login details.



- **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
Sheel	Employer Co-ordinator
1 of 1 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 relevant School/Discipline.
  - Click on the "Save" button once completed.

The screenshot shows a web form titled "Personnel" with a close button (X) in the top right corner. The form contains several input fields and checkboxes. Two red boxes highlight specific areas: one around the "Personnel Type" dropdown menu which is set to "Employer Supervisor", and another around the "Discipline" section where "School of Computer Science and Engineering" is selected and the "Permit View" checkbox is checked. Other fields include "Title", "Given Name", "Surname \*", "Other Details", "Email", "Business Phone", "Mobile Phone", "Fax", "Experience", "Personnel Details", "Active" (checked), "Receive Correspondence", and "Student Contact". At the bottom right, there are "Cancel" and "Save" buttons.

Personnel Type		Title
Employer Supervisor		
Given Name	Surname *	
Other Details	Email	
Business Phone	Mobile Phone	Fax
Experience		
Personnel Details		
Active		
<input checked="" type="checkbox"/>		
Discipline	Permit View	Receive Correspondence
School of Computer Science and Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School of Electrical & Electronic	<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 2020 Sem 1 (8 Weeks) - 30 Nov 2020 to 23 Jan 2021**

30/11/2020 - 23/01/2021

Closing date for responses: 15/11/2020

**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 2020 Sem 1 (8 Weeks) - 30 Nov 2020 to 23 Jan 2021**

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](http://ntu-agn.sg/inplacesoftware.com/employer/agency)

**Internship Overview**

Name \*

Description

Attachments

**Internship Details**

Employer

Start/End Dates Start: 30/11/2020 12:00 am End: 23/01/2021 11:59 pm

Course and Specialisation (Please Indicate)

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

**Contact Information**

Internship Coordinator

Name	Email	Phone	Supervisor
Mike Tan	mic@abc.com		<input checked="" type="checkbox"/>

4) Click on [Submit] button once done.