



InPlace Network: Graduate Medical Education Rotators

INTEGRIS Health's Graduate Medical Education Office is using a new platform to submit your onboarding requirements. Please carefully read all the information in this guide to successfully send all your documentation.



Create Account

Click on this link to create your InPlace Network account:
<https://student-us.inplacenet.com/create/integris/account>



Important Tips on Account Creation!

Please read instructions on the following page of this guide.



Activation Email

Check your inbox and/or spam folder to view your Account Creation Email.



Login & Complete Your Profile

Enter information on all fields in your profile.



Submit Rotations & Onboarding

Submit your placement (i.e., rotation) information. Refer to page 7 of this guide on how to enter this information.

Account Creation

All fields with an Asterix* are needed to create your account

Home / Create Account

All fields marked with asterisk (*) are required

General

Email *

1

Email

You **MUST** use your school email in this field

Note: Your email inputted here will be your username to login

Education Provider

Education Provider *

Search...

School Campus *

Select

Student School ID Number *

Discipline *

Select

Program

Search...

Program Duration (in years) *

Year Level *

Not Specified

2

Education Provider

Search for your school's name. If it is not listed, select: '**Other**' and enter your School name

3

Student School ID Number

Enter your **Student School ID Number** or use your telephone number if you don't have a school ID number.

4

Discipline

Select one of the following discipline:

Graduate Medical Education – Rotator

Account Creation

Your Education Provider Contact is the individual who oversees/manages rotations

Education Provider Contact

First Name * 5
Unknown

Last Name * 6
Unknown

Email * 7
unknown@school.edu

Phone

5 Education Provider Contact First Name

Enter the first name of the person who oversees/manages rotations.

6 Education Provider Contact Last Name

Enter the last name of the person who oversees/manages rotations.

7 Education Provider Contact Email

Enter the email of the person who oversees/manages rotations.

Final Step!

Select the ***I'm not a robot*** box and ***Create Account*** button.

I'm not a robot

reCAPTCHA Privacy * Terms

CREATE ACCOUNT

Check your inbox and/or spam folder to view your Account Creation Email.

Student Dashboard

The screenshot shows the InPlace Network Student Dashboard. The top navigation bar includes the InPlace Network logo and a user profile icon labeled 'LW'. The main content area is divided into several sections:

- Dashboard**: Overview of notifications, requests and placements.
- Profile**: Manage your account details and placement prerequisites (Callout 1).
- Payment**: Manage your account subscriptions to create requests and manage placements (Callout 2).
- Shared Documents**: View and download documents required for placements (Callout 3).
- To Do**: Update your profile with required information (6) (Callout 4).
- Notification**: (Callout 5).
- Request**: You have no requests. Click New Request to create a new one (Callout 6). A 'NEW REQUEST' button is visible.
- My Placements**: You have no placements (Callout 7).

1 Profile
Review and *update* your profile including your emergency contact details and address.

2 Payment
Not Applicable for Graduate Medical Education Rotators

3 Shared Documents
View and *Download* documents required for placements.

4 To Do
Prior to submitting your request, ensure you complete all items on your *To Do* list.

5 Notifications
Account notifications: Emails, timesheets, surveys and reminders for pre/post-placement tasks.

6 Request
Submit a *New Request* or any sent requests that are *Pending* will appear here.

7 My Placements
Accepted and *Completed* placements will appear here. You can click on '*View*' to see your placement details.

Profile



Complete your profile

It is mandatory that all fields on your profile page are entered to be cleared for your rotation. Follow the steps below.

The screenshot shows the InPlace Network profile page for Lauren West. The left-hand navigation menu has the 'Profile' tab highlighted with a green box and a '1' in a circle. The main content area has the 'General' section with fields for Email, First Name, Middle Name, Last Name, Gender (2), Date of Birth (3), and Alternate Email Address. The 'Emergency Contact' section has fields for Name, Relationship, Phone, Address, and Additional Information. A 'SAVE' button is highlighted with a green box and a '3' in a circle at the bottom right.

1

On the left-hand side menu, click on the **Profile** tab.

2

Fill in your information in all fields (*if you are an international student, you must provide your passport/visa information*).

3

Click on the **Save** button at the bottom right of the page.

Payment & Shared Documents



Student Subscription

INTEGRIS Health is paying for student subscription for GME Rotators.

The screenshot shows a dashboard with a left-hand navigation menu. The 'Payment' menu item is highlighted with a green border. The main content area includes a 'To Do' section with a link to 'Update your profile with required information (1)', a 'Request' section with a 'NEW REQUEST' button, and a 'My Placements' section showing 'You have no placements'.



Shared Documents

From your Dashboard, click on the left-hand side menu option: **Shared Documents**. Here you can view the shared documents relevant to your placement/rotation.

The screenshot shows the 'Shared Documents' page with a table of documents. The 'Shared Documents' menu item in the left-hand navigation is highlighted with a green border. The table lists two documents: 'INTEGRIS Health - Shadowing Pr - 1 file(s)' and 'Student Confidentiality Agreeem - 1 file(s)'. Both documents have a 'Download All' button and a green checkmark icon.

Name	Description	Status	Action
INTEGRIS Health - Shadowing Pr - 1 file(s)		Download	Download All <input checked="" type="checkbox"/>
Student Confidentiality Agreeem - 1 file(s)		Download	Download All <input checked="" type="checkbox"/>

Rotation Details



Submit your placement/rotation details: *Availability*

Click on the *Submit Request* button to begin the onboarding process.

Follow steps 1 through 5 to provide your details

Home / Create Request

Availability Placement Preferences Prerequisites Declaration

Filter Result

Start Date * 1 08/12/2025

Placement Type * 2 Nursing

Region * 3 Oklahoma City Metro

Network Agency Select

RESET FILTER 4

12 AUG 2025

Agency	08/12 Tue	08/13 Wed	08/14 Thu	08/15 Fri	08/16 Sat	08/17 Sun	08/18 Mon	08/19 Tue	08/20 Wed	08/21 Thu	08/22 Fri	08/23 Sat	08/24 Sun	08/25 Mon
Oklahoma City Metro														
INTEGRIS Health Baptist Medical Center	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INTEGRIS Health Baptist Medical Center Port...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INTEGRIS Health Edmond Hospital	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 Enter the *start date* of your placement rotation.

2 Choose a *placement type (specialty)* that applies to your rotation.

3 Choose the *region* where your rotation will take place.

4 Click on the *filter* button to populate the list of INTEGRIS facilities.

5 Click on the *checkmark* in the row of the facility you will be attending.

IMPORTANT! If you require housing, you must ensure to select a facility that states *Require Housing*.

Rotation Details



Preceptor/Supervisor & Rotation Type

Provide the *end date* and *duration* of your placement rotation. You must enter your preceptors/supervisor's name and contact information in the *comments*.

The preference section does not apply to GME Rotators.

The screenshot shows the 'Placement Preferences' section of a web form. It includes fields for 'End Date *' (1), 'Duration *' (2), 'Fixed Dates' (Yes/No), and 'Fixed Duration' (Yes/No). Below these are two preference rows for 'INTEGRIS Health Baptist Medical Center' and 'INTEGRIS Health Edmond Hospital', with an 'ADD PREFERENCE' button (3). A 'Comment' field (4) contains the text 'Evening s...ld be preferred on Monday/Tuesday.' At the bottom right, there is a 'NEXT' button (5) and a 'BACK' button.

1 Enter the *end date* of your placement rotation.

2 Enter the *duration* of your placement rotation in *days* or *hours*.

3 **Preferences:** not applicable for rotators.

4 **MANDATORY:** In the *comments* section, enter your preceptor / supervisor's full name, email, and phone number and if your placement is a **CORE** or **ELECTIVE** rotation.

5 Click on the *Next* button to advance to the next step.

Onboarding Requirements



Submitting your onboarding requirements:

Submit *the prerequisites* listed (required to be able to complete your overall submission).

✓ Availability ✓ Placement Preferences ✎ Prerequisites ⋮ Declaration

Name	Info Supplied	Status	Action
Shadowing Program Agreement		⚠	1 Edit

BACK **2** NEXT

- 1 Click *Edit* and follow the instructions listed on the prerequisite.
Note: You can exit this page, and your prerequisite submissions will be saved.
- 2 Click on the *Next* button to advance to the last step of your application.



Final step: *Declaration*

Read and acknowledge the listed *terms and conditions*.

✓ Rounds ✓ Availability ✓ Placement Preferences ✓ Prerequisites ✎ Declaration

Terms & Conditions Last Updated: 11/29/2024

My selecting the box below you acknowledge that you've completed items below and understand that your application needs final approval before commencing your placement and that any details are subject to change.

1. All placement requirements
2. Provided your preceptors information (Name, Phone & Email) if applicable.

Check here to indicate that you have read and agree to the terms and conditions

BACK **2** SUBMIT

- 1 Read the *terms and conditions* and click on the checkbox to attest you agree.
- 2 Click on the *Submit* button to complete your submission.

Placement Details



Overview

You can view your placement/rotation details by clicking on '[View](#)' on the right-hand side of your '[My Placements](#)' section of your Dashboard.

Placement Details

Status: Accepted
Placement Type: Nursing
Duration: 3 Days
Placement Dates: 08/18/2025 - 08/22/2025

Lakeside Women's Hospital

Oklahoma City Metro:Lakeside Women's Hospital
11200 Portland Ave., Oklahoma City 73120,
No phone information
<https://www.integrishhealth.org>

Placement Contacts

Integris Preceptor
Preceptor
integrispreceptor@integrispreceptor.org

InPlace Admin
System Administrator
admin@integris.org

Schedule

First day: 08/18/2025
Last day: 08/22/2025
Required duration: 3 Days
Allocated duration: 3 Days

< Roster - Week 1 >

Day	Agency	Shift	Action
Mon, 18 Aug	Obstetrics	Day: 07:00 - 15:00	Edit Roster
Tue, 19 Aug	Obstetrics	Day: 07:00 - 15:00	Edit Roster
Wed, 20 Aug	Obstetrics	Day: 07:00 - 15:00	Edit Roster
Thu, 21 Aug	Not Scheduled		
Fri, 22 Aug	Not Scheduled		
Sat, 23 Aug	Not Scheduled		
Sun, 24 Aug	Not Scheduled		

Prerequisite

Name	Info Supplied	Status	Verified	Action
Shadowing Program Agreement	📎	✓	✓	Edit Preview

Comment (0)

[SAVE COMMENT](#)

[WITHDRAW PLACEMENT](#)

[CANCEL](#)

1

Placement Details: dates, duration location & placement contacts

2

Schedule: placement dates, duration and shift times (if applicable).

3

Prerequisites: lists the prerequisites and if they are completed & verified.

4

Withdraw Placement: if you no longer require the placement/rotation, click on the **Withdraw Placement** button.

Next Steps



Monitor InPlace Network Account

The GME Office will be verifying your submitted onboarding requirements. It is important to check if you **failed verification** on a prerequisite. On your placement detail page in the prerequisite section, the **Verified** column will show the following:



Pending Verification



Passed Verification



Failed Verification



Passed Verification

Once you have passed verification on all onboarding items, the GME Office will provide information on the following:

- Badge ID
- Network Account
- Epic Training
- Meal Card (if applicable)



ID Badge Pick Up

Refer to your email and/or Shared Documents on the location where you can pick up your Badge ID. Please plan to pick up your ID badge **no earlier than one week before your start date.**



Clearance Email

The GME Office will send an email to notify that you're officially cleared to start your rotation.



What is my username?

Your Username will be the email address which you received the account activation email.



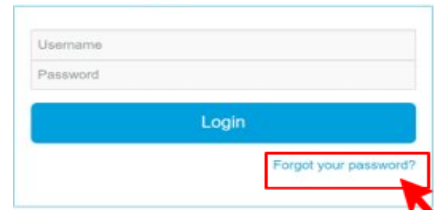
What is my password?

Your password is created by yourself as part of the account activation. If you do not activate your account in 48 hours after receiving the email, the password creation link may expire.



My account activation link is expired, or I forgot my password?

Click the 'forgot your password?' to receive a reset email and follow the instructions.



The screenshot shows a login form with two input fields labeled 'Username' and 'Password', a blue 'Login' button, and a red-bordered link labeled 'Forgot your password?' with a red arrow pointing to it.



I have not received an account activation email?

Please check your junk and spam folders. If it is nowhere to be found, contact GMEonboarding@integrishealth.org.



Helpful Tips!



Confirm that you are using the correct URL:
<https://student-us.inplacenet.com>



Clear your browser cache.



Attempt logging in using Incognito Mode.



Capture a screenshot of your screen, making sure the URL is visible.



Share the screenshot and any relevant information with your student placement coordinator.