

InPlace Network Account Creation and User Guide for Students

Are you a Graduate Nursing or Physician Assistant student wanting to request a placement at INTEGRIS Health? Follow the steps below to create your InPlace Network Account to get started!



STEP 1

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



STEP 2

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



STEP 3

Please read all details, review the attached documents and click on the InPlace Network link as directed.



What is my username?

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



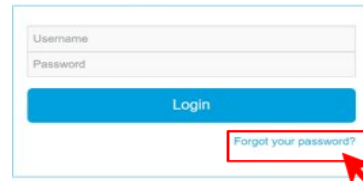
What is my password?

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 interface 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 the Placement Coordinator/Team.



Helpful Tips!

- 1 Confirm that you are using the correct URL:
<https://student-us.inplacenet.com>
- 2 Clear your browser cache.
- 3 Attempt logging in using Incognito Mode.
- 4 Capture a screenshot of your screen, making sure the URL is visible.
- 5 Share the screenshot and any relevant information with your student placement coordinator.

Student Dashboard

Overview

When you first log into InPlace Network you will see your **Student Dashboard**. Here you can access your profile (1) and make any necessary updates. This page provides details on items that require your attention (2), submit your request/prerequisites (3) and any notifications (4).

2 To Do

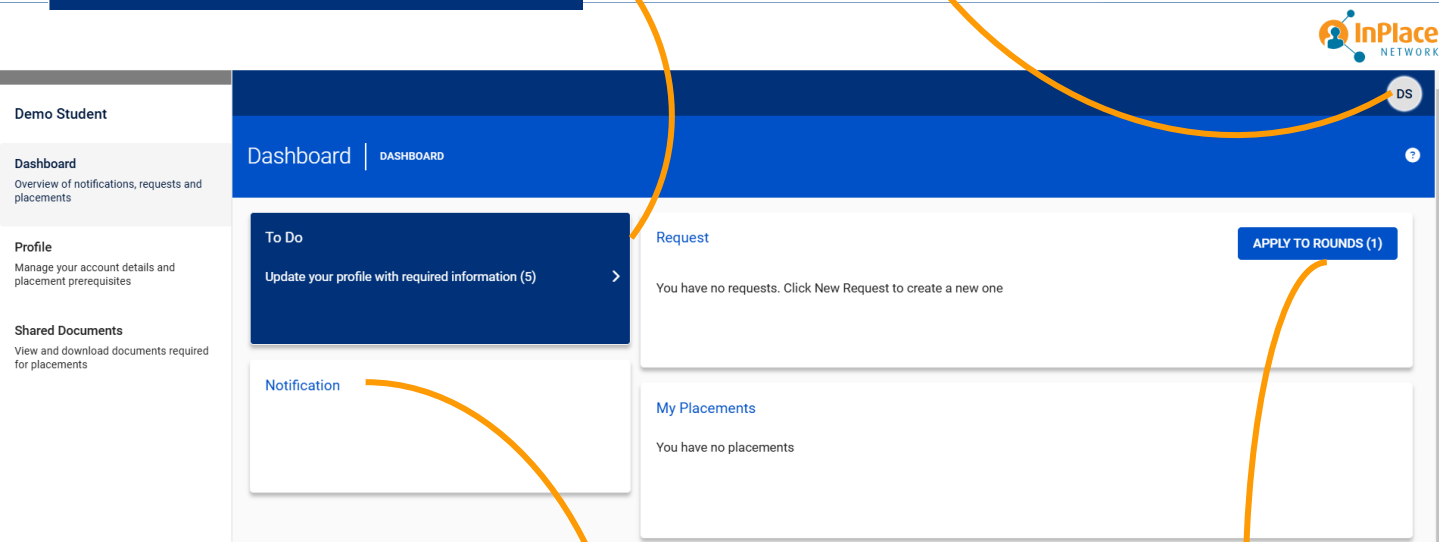
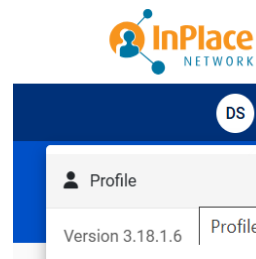
Prior to placement, access and submit prerequisites to the relevant parties.

To Do

Update your profile with required information (5)

1 Profile

Review and update your profile including your emergency contact details and address.



4 Notifications

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

Notification (1)

1 - 1 of 1 < >

Please manage your placement timesheet & roster. [View placement](#)

3 Request/Rounds

Apply to round(s) to submit your placement request along with the necessary prerequisites.

APPLY TO ROUNDS (1)

Request/Round(s)

Submitting your application

Click on the **Apply to Rounds** button to initiate the request process. Follow steps 1 through 4 to complete your request.

1 Availability

Choose your filter results and review which locations are available and click on the check mark box that aligns with your desired start date.

Create Request | DASHBOARD / CREATE REQUEST

✓ Rounds ✓ Availability ⋮ Placement Preferences ⋮ Prerequisites ⋮ Declaration

Filter Result

Start Date * **1** 01/06/2025

Placement Type * **2** APRN - Acute NP

Region * **3** Metro

Network Agency Select

RESET FILTER

◀ 06 JAN 2025 ▶

Agency	01/06 Mon	01/07 Tue	01/08 Wed	01/09 Thu	01/10 Fri	01/11 Sat	01/12 Sun	01/13 Mon	01/14 Tue	01/15 Wed	01/16 Thu	01/17 Fri	01/18 Sat	01/19 Sun
Oklahoma City Metro														
▼ Regional Health Hospital														
▼ Medical/Surgical														
10 East Med-Surg/IMC	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
3 East JT Rehab/Med-Surg	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		

1 Placement Start

Enter the start date you need for your placement to commence.

2 Placement Type

Choose a placement type that interests you for placement.

3 Region

Choose a Region where you would like for your placement to take place.

4 Select an agency

Click on the checkmark in the row of an agency of interest.

Request/Round(s)

2 Preferences

Enter the end date and the number of hours/days you require for the entire rotation.

Progress: Rounds Availability **Placement Preferences** Prerequisites Declaration

All fields marked with asterisk (*) are required

Start Date: 01/06/2025

End Date *: 01/19/2025

Duration *: 10 Days

Fixed Dates: Yes No

Fixed Duration: Yes No

1st	10 East Med-Surg/IMC	
2nd	5 East Med-Surg/IMC	

ADD PREFERENCE

Add additional placement preferences for the same date period. Only one preference will be accepted if My Request is successful. If you need more than one placement at different hospitals, please submit separate requests.

Comment: E.g. Provide details of your availability

0/2000

BACK **NEXT**

1 End Date/Duration

Enter your placement end date and duration (days or hours) of the entire rotation.

2 Preferences

If your placement can't be accommodated, you can choose other agencies that interest you.

3 Preceptor

If you've already secured a preceptor, please enter their First & Last name, phone and email.

4 Next Step

Click on the 'Next' button to advance to the next step of your placement application.

Request

3 Prerequisites

Submit all prerequisites listed. Click 'Edit', follow the instructions and click 'Next' when you've completed all items.

Progress bar: Rounds (checked), Availability (checked), Placement Preferences (checked), Prerequisites (active), Declaration (greyed out)

Name	Info Supplied	Status	Action
BLS/CPR	11/04/2026		1 Edit
Background Checks (4)	11/11/2025		Edit
Hepatitis B			Edit
MMR			Edit
Seasonal Flu Shot			Edit

Navigation: [BACK](#) **2** [NEXT](#)

4 Declaration

Read the statement and accept to finalize your request and click 'Submit'.

Progress bar: Rounds (checked), Availability (checked), Placement Preferences (checked), Prerequisites (checked), Declaration (active)

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.

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

Navigation: [BACK](#) **4** [SUBMIT](#)

1 Prerequisite

Click on 'Edit', read the description and complete all requirements.

2 Next Step

Click on the 'Next' button to advance to the next step of your placement application.

3 Acknowledgment

Read the terms and conditions. Click on the checkbox to attest you agree.

4 Select an agency

Click on the 'Submit' button to submit your placement application.

Placement Details

Overview

If your request is approved, you can view your placement details by clicking on 'View' on the right-hand side of your 'My Placements' section of your **Dashboard**.

Please refer to the post notes at the bottom of the page for further details on screen functionality.

Placement Details | DASHBOARD / PLACEMENT / PLACEMENT DETAILS

PLACEMENT DETAILS | DOCUMENTS

Placement Details **1**

Status: Accepted

Placement Type: APRN - Acute NP

Duration: 10 Days

Placement Dates: 01/06/2025 - 01/19/2025

10 East Med-Surg/IMC

No phone information

No website information

Placement Contacts **3**

InPlace Admin
System Administrator

Schedule **5**

First day: 01/06/2025

Last day: 01/19/2025

Required duration: 10 Days

Allocated duration: 1 Days
! Insufficient days

Day	Agency	Shift	Timesheet	Action
Mon, 6 Jan	10 East Med-Surg/IMC	Day: 09:00 - 17:00		Edit Roster
Tue, 7 Jan	Not Scheduled			Edit Roster
Wed, 8 Jan	Not Scheduled			Edit Roster
Thu, 9 Jan	Not Scheduled			Edit Roster
Fri, 10 Jan	Not Scheduled			Edit Roster
Sat, 11 Jan	Not Scheduled			Edit Roster
Sun, 12 Jan	Not Scheduled			Edit Roster

Prerequisite **4**

Name	Info Supplied	Status	Verified	Action
Annual COVID Vaccine	10/01/2025	●		Edit Preview
Background Checks (4)	11/11/2025	●		Edit Preview

1 Placement Details

- Placement Type
- Start/End Date
- Duration
- Allocated Supervisor/s

2 Location Details

- Location
- Address
- Clinic/Service
- Phone Number
- Website

3 Agency Details

Contact the Agency for InPlace Network and pre-placement queries.

4 Prerequisite

Lists the prerequisites completed and if any are outstanding

5 Schedule

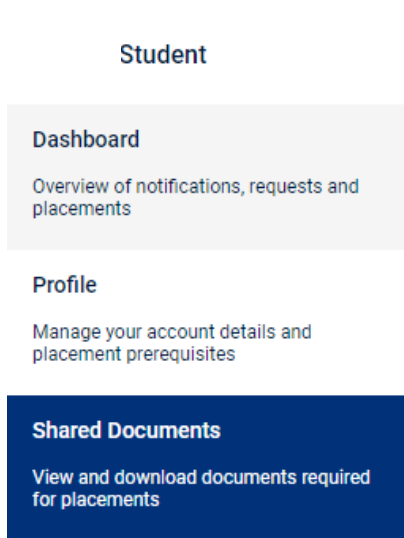
Check your roster for placement shift start and end times.

Shared Document

Overview

From your Dashboard, click on the left-hand side menu option 'Placement' then 'Shared Documents'. Here you can view the shared documents relevant to your placement prerequisites.

Step 1: Click on the Shared Documents tab.



Step 2 : View or Download any Shared Documents that are relevant to your placement.



The image shows a screenshot of the 'Shared Documents' page. The page has a blue header with a hamburger menu icon on the left and a 'PS' profile icon on the right. The breadcrumb navigation is 'Shared Documents | DASHBOARD / PLACEMENT / SHARED DOCUMENTS'. Below the header is a table with the following data:

Name	Description	Status	Action
Non-Employee Data Sheet - 1 file(s)			Download All 
Research Intern Questionn - 1 file(s)			Download All 
Acknowledgement of Confidentialia - 1 file(s)			Download All 