


## Step 3: Building Site Profile

Home Students Placements Offers Forms My Details Documents **Site Details** History Calendar

The Site Details page is used to display additional information about your organization. If you are from the “Site/Subsite” dropdown.

Click on the tabs on the blue bar to submit additional information to the University about your organization.

 **Site/Subsite:** Office of Field Education - Higher Ed Proje  Submit

Office of Field Education - Higher Ed Project

General details Attributes Notes Documents And Links Associated Users Appointments Introduction Text

Updating contact information & placement details: Select General Details

Updating Student Level Accepted: Select Attributes

- To add a new Attribute, click “+ Add new...” A dropdown list will appear; select the appropriate attribute from the list, and then click the checkmark at the right to save the selection.
- To remove an Attribute, click the trash can at the right end of the row.

Uploading documents to site profile: Select Documents and Links

- Upload documents to your site profile.
  - You can choose who can view these documents.
  - This is a great spot to keep track of compliance paperwork (e.g. Affiliation Agreement, Site Visit Form, General Liability).
  - You can upload brochures, etc.
- Links is for additional resource websites and links important to the organization and for students to view.

+ Add new student level accepted
Student Level Accepted
ASAP
BSW
MSW 1
MSW 2
+ Add new agency type
Agency Type
Community Development agency
Outpatient medical clinic
Outpatient mental health clinic
+ Add new population

Office of Field Education - Higher Ed Project

General details | Attributes | Notes | Documents And Links

New Document

Document:  Browse Links

Determine who can view and edit this document

Show to liaison  Show to Allocated Student  Show to Unallocated Student

Description:

Category:

Add Cancel

Documents +

Associated Users

- All contacts associated with this site are listed here, along with a summary (and legend) of their permissions. To edit a user's information, click the edit pencil on the right end of their row. To add a new user (field instructor, task instructor) to your site, please email their name, email, and degree credentials to [cswwfield@osu.edu](mailto:cswwfield@osu.edu)

Site/Subsite: Office of Field Education - Higher Ed Proje Submit

Office of Field Education - Higher Ed Project + Create subsite

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**Roles and permissions legend**

PC Primary contact SC Student contact AD Can perform general administration AA Account approved LO Locked Out Can edit student placement requests Can edit student positions

Can edit student documents Can edit student timesheets Can edit student actual duration Can edit student grade

+ Add new user		Refresh												
Name	Position	Active	PC	SC	AD	AA	LO							
Stewart,	Field Instructor	✓	✓	✓	✓	✓		✓	✓	✓	✓			