

HSS Internship/Capstone Project Application Instructions

Western Michigan University's Healthcare Services and Sciences Program (HSS) uses a web-based data management system called Intern Placement Tracking (IPT) as a means to track all students in field placement.

IPT allows the HSS internship coordinator, graduate assistant, and internship organizations to communicate more easily with each other and with students participating in internship. Students must complete and submit the online application for the **HSS Internship or Capstone Project** by following the link provided on the HSS webpage.

Please read through all instructions first before beginning

- **Section 1: Creating an Account with IPT**
 - Use the link provided on the HSS Webpage to access IPT or you may type this link into your browser:
<https://www.alceasoftware.com/web2/login.php?site=wmuchhs&apply=235>
 - Note: This link is only used for setting up your account and completing your application. Once your application is completed, signed, and accepted by the Internship coordinator, you will use www.runipt.com to log into your IPT account.
 - You will be prompted to **Create a New Account** with IPT.
 - In order to create an account, you will be asked to input your name, WMU email address and create a password.
 - **You MUST use your WMU email address.**
 - It is recommended that you record your password in a safe place in case you forget it.
 - Once you have created an account, you will see a link that says:
Application for Internship (HSV 4900) OR Capstone Project (HSV 4895)
 - Click on **View / Edit** and you will be taken to the Application form.
- **Section 2: Filling Out the Application**
 - Fill in all sections of the application form.
 - You have the option to save your work as many times as you would like in order to complete the application so it does not need to be done all at once.
 - You may log in and out of the system as many times as is necessary in order to complete the application.
 - Be sure to **SAVE** your work each time! You must click on **SAVE** or your work will not be saved.
 - You will be required to attach your resume and WMU transcripts to the Application. Unofficial transcripts are fine.
 - **Directions to Download your Unofficial WMU Transcripts**

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- **These instructions work with your Google Chrome Browser!**
- Your Unofficial WMU Transcripts can be found through **GoWMU**, under *Academic Services/Student Academic Services*.
- You need to choose “Unofficial Student Transcript”
- Then in the drop down menu choose “Undergraduate or All Levels” and “Web Transcript” and click “**Submit**”
- Right click on the page of your unofficial transcripts and choose “Print”
- In the print dialogue box, look for “Destination” and click on “Change”
- Choose “Save as PDF” and “Save”
- Choose the destination to save the document. Your desktop is the recommended destination as it will be easy to find when you are ready to upload it to your application.
- **You will need to save the document onto your computer before you can upload and attach it to your application.**
- There is a paper and pencil icon on the application page. This is the link you will use to attach your resume and transcripts. When you click the link, you will be able to choose **Browse** to locate the document you wish to upload and attach to your application. You need to attach your transcripts and resume separately through the provided links.
- Once you have completely filled out your application, you must electronically sign it. When you choose “**Click to Sign Completed Document**” a text box will appear. Type in your name to sign the document and choose “**Submit Signature**”.
- You will not be allowed to sign the application until all required fields are filled in.
- Once the application is signed you will not be able to make any further changes to your application.
- Within one week of submitting your application, you will receive an email from the HSS department informing you that your application has been accepted. If you do not receive an email, please notify the Internship GA at ihsga1@wmich.edu
- **Section 3: Logging Back in to IPT**
 - If you are logging back into IPT to work on your application, you should use this original link you used to set up your account and access the application: <https://www.alceasoftware.com/web2/login.php?site=wmuchhs&apply=235>
 - Once you have received an email confirmation that your application has been accepted by the Internship Coordinator, you will use www.runipt.com to log into your IPT account.
 - If you use the www.runipt.com link, you will need to enter the WMU Organization ID. If you use the other link, you will only need your **Username** and **Password**.
 - The WMU Organization ID is **wmuchhs**.
 - Your **Username** is your WMU email address

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- You will need to enter your **Password**.
- All login information is UPPER/lower case sensitive.
- If you forget your **Password**, you may click on “**Reset Password**” and the system will send you a temporary password that you may use to create a new password.

If you have any questions, please contact the IHS Graduate Assistant at ihs-gal@wmich.edu.