SSWiS Tutorial:
Getting Started (for Field Instructors and Task Supervisors)

This tutorial will show you how to:

- Review **your current contact information** *(page 2)*
- Upload **your résumé** *(page 2)*
- View your assigned **student's information** *(page 4)*
- **Email your student** and download **your student's résumé** *(page 5)*
- Contact your assigned **field faculty** member *(page 6)*.

To Begin …

Step 1	Go to **SSWiS** at http://ssw.unc.edu/sswis. On the right-hand side of the page, under "Field Personnel," click on the blue "**login**" button.	
Step 2	Log into SSWiS using your username and password. If you are a current field instructor or task supervisor and you do *not* have a SSWiS username and password, **register** for SSWiS at https://sswis.unc.edu/affiliateportal/Account/Register . If you have forgotten your password, **reset** it at https://sswis.unc.edu/affiliateportal/Account/ForgotPassword .	
Step 3	Use the left-hand navigation menu to access all of your SSWiS resources. This menu is identified by the red arrow in the screen capture to the right. Your main menu items are: • My Information • Field Education • Help	
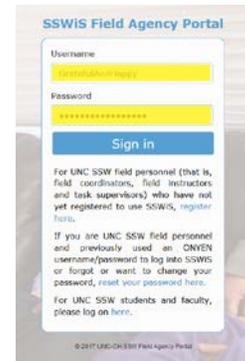
Reviewing your contact information

Step 4

Using the left-hand navigation menu, click on "**My Information**." Here you will find:

- your name
- your email address
- demographic information
- your mailing address and phone numbers
- your availability (in terms of the number of students you can instruct/supervise)

If you need any changes to any of the above information, please contact the UNC-CH School of Social Work Field office.

Uploading your résumé

Step 5

On the "My Information" page (see Step 4), in the "General" section, locate the "**Résumé**" prompt (highlighted in the screen capture to the right). Click on the "**Update**" button to upload your résumé.

(If you have no résumé currently stored in SSWiS, then you will simply see an "**Update**" button next to the "Résumé" prompt. If you previously uploaded your résumé, then you will also see a "**Download**" button which you can click on to see your currently stored résumé.)

Step 6	After you click the "Upload" button, you will be shown a "**File Upload**" file explorer (see the screen capture to the right). With this file explorer, locate your resume on your computer. (As an example, see Arrow 1 to the right.) Click on the résumé file you wish to upload. Next, click on the "**Open**" button (Arrow 2). This will upload you résumé to SSWiS.	
Step 7	When SSWiS has finished uploading your résumé, you will see your résumé's file name displayed to the left of the "Upload" button (as illustrated in the screen capture to the right).	
Step 8	Once you have uploaded your résumé, be sure to click on the "**Save**" button on the bottom of the screen (see yellow arrow in the screen capture to the right); otherwise, your uploaded file will not be saved.	
Step 9	Once you have saved your uploaded résumé, you will see a green-lettered message at the bottom of the screen confirming that your record has been saved. (See Arrow 1 to the right.) In addition, you will now see a "**Download**" button after the "Résumé" prompt (Arrow 2). The Download button is used to download your résumé. *You're done! Congratulations!*	
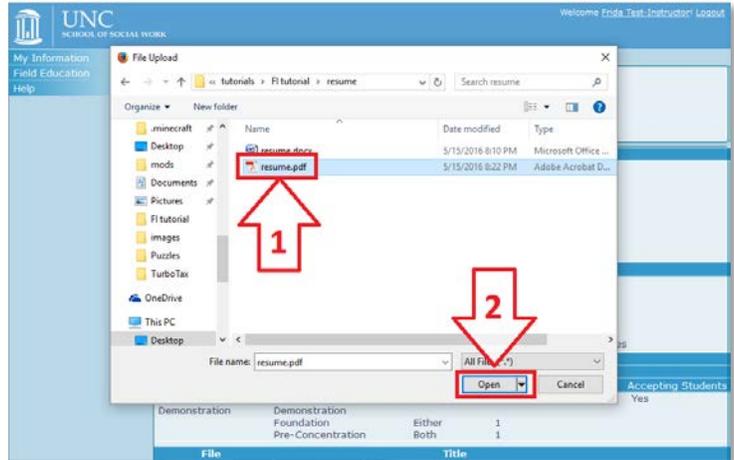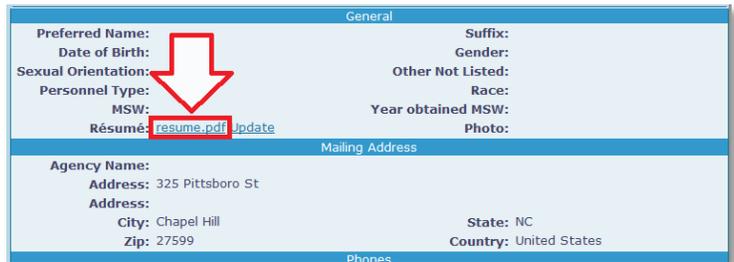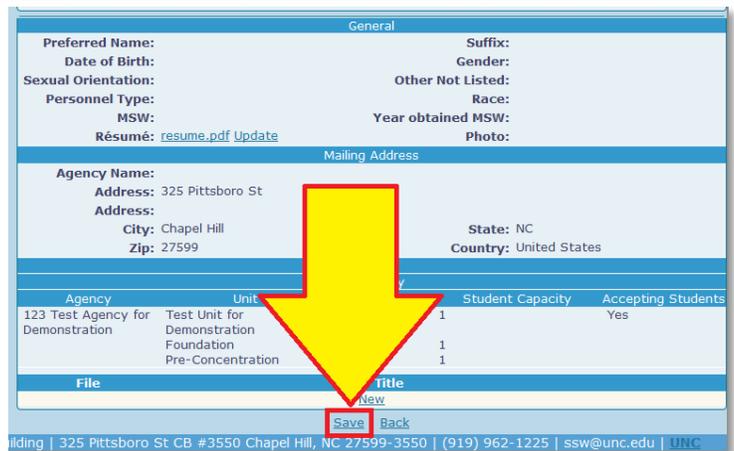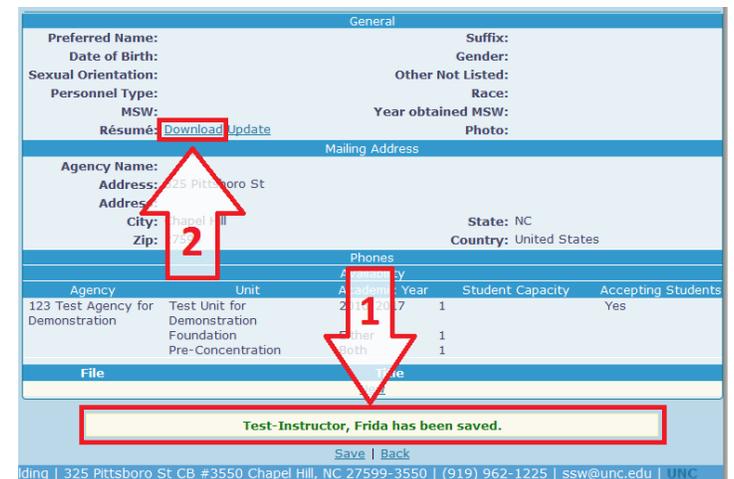
Viewing your student's information

Step 10

From your main menu (see Step 3), click on "**Field Education**."

Step 11

Next, to see your assigned students, click on "**Assignments.**" (See Arrow 1, right.) This page has two components:

- search filters (Circle 2)
- a list of your assigned students (Arrow 3)

The search filters are an advanced feature, useful for when you have had many students assigned to you over multiple years.
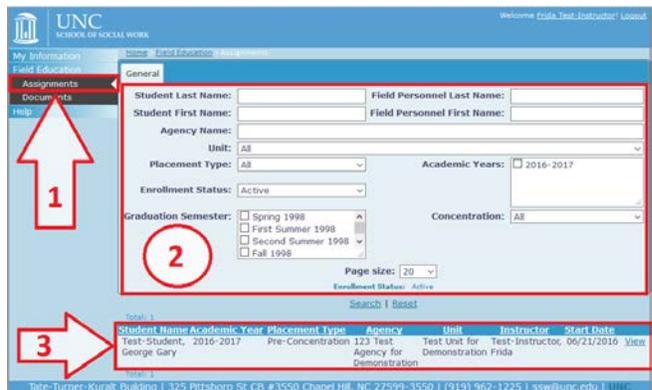
Step 12

To view a student's information, click on the "**View**" button to the extreme right-hand side of the student of interest (see the arrow on the screen capture to the right).
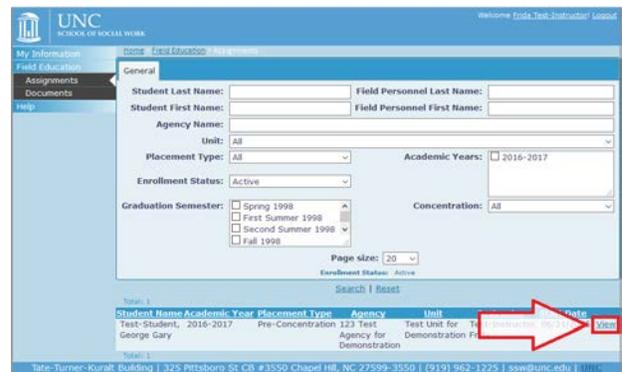
Step 13

You will now have access to your student's information including their name, email address and résumé. To learn more about these features, continue with the steps immediately below.
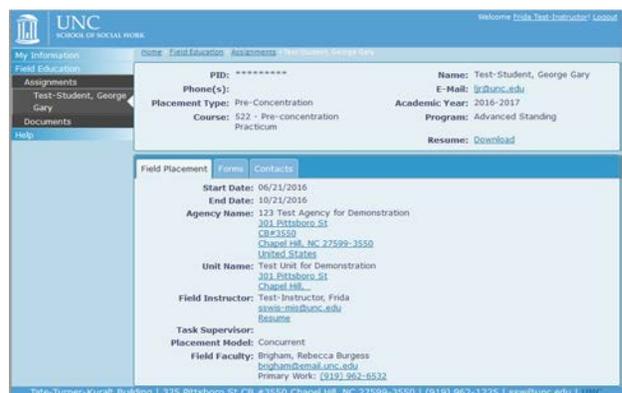
Emailing your student and downloading their résumé

Pre-requisites: This section starts with your student's "Field Placement" record, continuing directly from Step 13 above. If you are beginning from a *different* place, please first proceed through Steps 1 through 3 and 10 through 13 above.

Step 14

Emailing the student:

From your assigned student's "Field Placement" record, you can email the student. To do so, you can either:

- click on the student's email address, if your computer supports this; or,
- right-click on their email address, select "Copy Email Address," and then paste the email address in the appropriate place in your preferred email application.

Step 15

Downloading a student résumé:

In the upper section of the page, find the "Resume" prompt. If your student has uploaded their résumé, you'll see a "**Download**" button. If this is present, click on it to download your student's résumé.

Contacting your field faculty member

Pre-requisites: This section starts with your student's "Field Placement" record, continuing directly from Step 13 above. If you are beginning from a *different* place, please first proceed through Steps 1 through 3 and 10 through 13 above.

Step 16

From your assigned student's "Field Placement" record, you will find contact information for your assigned field faculty person. Typically, this information includes the field faculty person's name, email address and phone number.
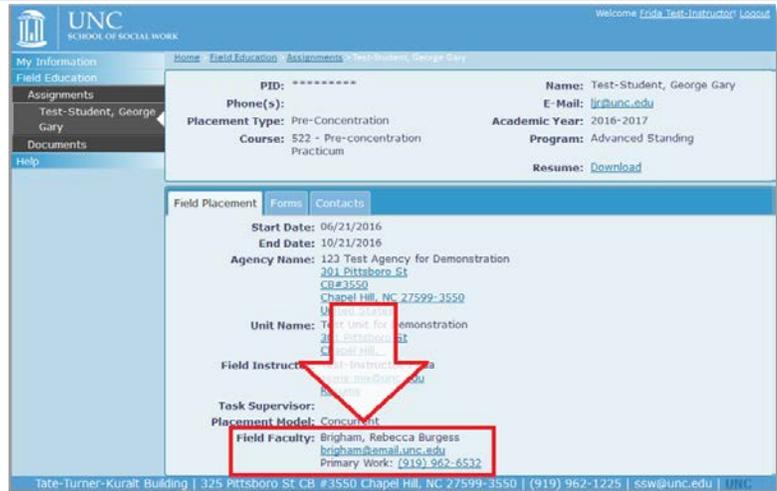
Questions? Errors? If you have any questions about or find errors in this document, please contact Larry Rosenfeld at ljr@unc.edu . Thank you!