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

This tutorial will show you how to:

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p 1

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p 2

- 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 ... Go to SSWiS at http://ssw.unc.edu/sswis. On the UNC right-hand side of the page, under "Field Personnel," click on the blue "login" button. mation Syste Welcome to UNC's SSW Information System (SSWiS) Log into SSWiS using your username and SSWiS Field Agency Portal 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/Reg ister. If you have forgotten your password, reset it at https://sswis.unc.edu/affiliateportal/Account/For gotPassword. Use the left-hand navigation menu to access all of UNC

- Ste 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

Ste 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)

My Information	Beme > Mail Annuman				
Field Educat	First Name:	: Frida Middle Name:		idle Name:	
Help	Last Name:	Test-Instructor	Mai	den Name:	
	E-Mail:	sswis-mis@unc.edu			
	Status:	Active			
	General				
	Preferred Name:		Suffix:		
	Date of Birth:			Gender:	
	Sexual Orientation:		Other	Not Listed:	
	Personnel Type:			Race:	
	MSW:		Year obt	ained MSW:	
	Résumé:	Update		Photo:	
	and the second sec		Mailing Address		
	Agency Name:				
	Address:	325 Pittsboro St			
	Address:				
	City:	Chapel Hill		State: NC	
	Zip:	27599		Country: United State	
			Phones		
			Availability		
	Agency	Unit	Academic Year	Student Capacity	
	123 Test Agency for	Test Unit for	2010-2017	1	
	Demonstration	Foundation	Either	1	
		Pre-Concentration	Both	1	

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.	Vincente Vincente <t< th=""></t<>
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).	General Suffix: Date of Birth: Date of Birth: Sexual Orientation: Personnel Type: MSW: Résumé: resume,pdf Update Other Not Listed: Gender: Other Not Listed: Race: Race: Personnel MSW: Résumé: resume,pdf Update Mailing Address Year obtained MSW: Résumé: Photo: Address: Address: City: Chapel Hill State: NC Country: United States Zip: 27599 Phones
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 <u>not</u> be saved.	General General Suffix: Date of Birth: Gender: Sexual Orientation: Other Not Listed: Personnel Type: Race: MSW: Year obtained MSW: Résumé: resume.pdf Update Photo: Mailing Address: Address: Address: State: NC City: Chapel Hill State: NC Zip: 27599 Country: Unitet States Maing Address: Student Capacity Accepting Students Demonstration Test Unit for Student Capacity Accepting Students Demonstration Test Concentration 1 Yes Eack Melw Eack Melw Save Back Melw Melw Maing 325 Pttsboro St CB #3550 Chapel Hill, NC:27599-3550 (919) 962-1225 [ssw@unc.edu] UNC
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!	General Suffix: Date of Birth: Gender: Sexual Orientation: Other Not Listed: Personnel Type: Race: MSW: Year obtained MSW: Résumé Download Update Mailing Address Photo: Agency Name: Address: Address: 25 Pittoro St Agency Unit Y2 Phones Y2 Phones Yes Demonstration Pre-Concentration Yes Yes 1 File Yes Save Back 1 King 325 Pittsboro St CB #3550 Chapel Hill, NC 27599-3550 (919) 962-1225 ssw@unc.edu UHC

Viewing your student's information				
Step 10	From your main menu (see Step 3), click on " Field Education ."	Numerical Instructor / Task Supervisor Announcements Arigomotis Instructor / Task Supervisor Announcements Browners Instructor Students - 600 Roundarton - 600 Roundarton Students - 600 Roundarton Students - 600 Roundarton Roundarton - 600 Rounda		
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. 	Vertex Vertex Vertex Vertex Vertex Vertex Vertex Vertex		
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).	Without State State State State Without State		
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.	Vertextextextextextextextextextextextextext		

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 Emailing the student:

- **14** 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 <u>E</u>mail Address," and then paste the email address in the appropriate place in your preferred email application.

Step Downloading a student résumé:

15 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.



Questions? Errors? If you have any questions about or find errors in this document, please contact Larry Rosenfeld at <u>ljr@unc.edu</u>. Thank you!