

# IPT INSTRUCTIONS (INTERN PLACEMENT TRACKING)

How to access IPT (for students and supervisors)

1. Go to [www.runipt.com](http://www.runipt.com) (**BOOKMARK THIS PAGE**)
2. Organization: **byusw** (case sensitive)
3. Default name: contact [socialwork@byu.edu](mailto:socialwork@byu.edu) for default name and password
4. Default password: **ipt** (case sensitive) *New password at least 4 characters long*

You can only use the **ipt** password one time.

5. Enter *new* user name you desire to use: one you will remember (at least four characters long and case sensitive)
6. Enter *new* password: a password you will remember (at least four characters long & case sensitive)

*Note:*

- < *Each student and supervisor is provided their own individual account on IPT that has a unique username and password.*
  
- < *Please don't share your username and password with anyone else.*
  
- < *Logging into your account will provide you access to the individualized information in IPT that pertains to you.*

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## CONTACT INFORMATION

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