IPE STUDENT ACCOUNTS:
HOW-TO-GUIDE
IPE Student Portal

The IPE Student Portal allows for students to look up information regarding the IPE Curriculum such as program requirements, IPE Program Lead contact, elective learning activity registration and attendance tracking instructions, learning activity material, such as PowerPoints and much more.

How to sign in:
In order to sign into the University of Toronto’s portal site, you will need your UTORid and password. Please follow the instructions below to direct you to the IPE Curriculum organization.

1. Connect to https://portal.utoronto.ca

2. Log in with the UTORid and password provided

3. Select UT Interprofessional Education (IPE) Program/Curriculum under My Organizations Plus (this box may appear in a different location, depending on your personal blackboard page)
4. Upon entry to this organization, you will be able to view the announcements for the Program. These often include curriculum updates and announcements.

5. You will be able to view your program requirements by selecting your program folder, which is located under the ‘Curriculum Requirements’ page.
IPE RSVP Site

The IPE Student RSVP site allows for students to look up and register for upcoming learning activities. Please note that not all IPE learning activities require registration through this site; always read and follow the activity instructions regarding registration.

How to sign in:
In order to sign into the IPE RSVP site, you will need to first create an account using your U of T student number. Please follow the instructions below to direct you to the IPE RSVP site.

1. Connect to http://app1.rehab.utoronto.ca/IPEregistration/

2. To create an account you will start by clicking the ‘Setup option’ on the ‘Main Page’ tab OR by clicking the ‘Setup’ tab and enter all the requested information. Please ensure your student number and program are correct.
3. Once you have created your account you can use the ‘Sessions’ tab to view learning activities that are/will open for registration. IPE elective learning activities typically open for registration 3-weeks prior to the date on which they will occur. Select the activity for which you would like to register, and click ‘Register Selected’.

**Note:** Text in **RED** indicates registration opening date.

4. Once you have registered for a learning activity a message will appear on the screen to indicate whether you have **registered successfully**, or if you have been **waitlisted**. This information will also be sent to you in an e-mail, and you can verify it by clicking the ‘Account’ tab, and then the ‘RSVP’ button.
If you have been waitlisted: We ask that you do not attend a learning activity if your registration status remains as waitlisted. Space is limited at many of the IPE learning activities, and for safety reasons we cannot over-fill the rooms. If you have been placed on the waitlist, it means that all of the spots allotted to your program in a given learning activity are FULL.

We urge that any student who is no longer able to attend an IPE learning activity for which they have registered into the RSVP system to:

1. Connect to [http://app1.rehab.utoronto.ca/IPEregistration/](http://app1.rehab.utoronto.ca/IPEregistration/)
2. Log in with your UofT Student number and password
3. Visit the ‘Account’ tab, and then the ‘RSVPs’ button OR select the ‘My RSVPs’ tab
4. Check off the appropriate learning activity you wish to be removed from
5. Once the appropriate learning activity is selected Click ‘Remove Selected’.

It is strongly recommended that students unregister for an activity 48hr prior to the activity date. As mentioned above, there is LIMITED SPACE in each learning activity, and by un-registering yourself you are allowing another student from your program to be bumped up from the waitlist, and have the opportunity to participate. We always strive to maximize the learning experience for as many students as possible. We thank you in advance for your professionalism on this issue.
IPE Student Attendance

The IPE Student Attendance site allows for students to look up and check their attendance record. Please note that it may take up to 6 weeks following a learning activity for your attendance record to be updated.

How to sign in:
In order to sign into the IPE Attendance site, you will need your UTORid and password. Please follow the instructions below to direct you to the IPE Attendance site.

1. Connect to https://apps.med.utoronto.ca/ipe/app/
2. Log in with the UTORid and password provided
3. Once signed in you will be able to view your completed IPE learning activities. If you have missed any learning activities you had registered for the status will indicate ‘DNA’ (Did Not Attend).

Note: Any student who incurs 3 DNA’s will be reported to their IPE Program Lead.

If you have any questions regarding your attendance record please contact ipe.utoronto@uotoronto.ca.
IPE Student Portal: Blended Learning Activities (Online Discussions)

The IPE Student Portal is where student will participate in the online discussions of the blended learning activities such as Health Mentor Program, HIV & Rehabilitation, and Geriatric Rehab etc. These blended learning activities will have its own organization within portal – here you will find instructions and announcements specific to that blended learning activity. Below please find instructions that will guide you through one of the online components of the blended learning activity.

How to sign in:
In order to sign into the University of Toronto’s portal site, you will need your UTORid and password. Please follow the instructions below to direct you to the Health Mentor Program organization.

1. Connect to https://portal.utoronto.ca
2. Log in with the UTORid and password provided
3. Select IPE Health Mentor Program under My Organizations Plus (this box may appear in a different location, depending on your personal blackboard page)
4. Upon entry to this organization, you will be able to view the announcements for the Program. These often include updates and student information.

5. To participate in the online discussions select ‘Discussion Board’ from the left hand navigation bar.

6. Click the title of the ‘Forum’ you wish to contribute to and select the ‘Thread’ you want.
7. Click the **Message** or **Post** you wish to reply to

8. Click the **Reply** button located near the right hand side of the screen. If desired you can change the **Subject** to reflect your message

9. Compose your **Message** and click **Submit**
Important Links

1. **Centre for Interprofessional Education**
   University of Toronto
   University Health Network, Toronto Western Hospital
   399 Bathurst Street, Nassau Annex
   Toronto, Ontario M5T 2S8
   [http://www.ipe.utoronto.ca](http://www.ipe.utoronto.ca)

2. **Interprofessional Education Blackboard Organization:**
   U of T Interprofessional Education (IPE) Program/Curriculum on Blackboard student portal for IPE session registration and information, resource documents including roles and education background of each health professional ([https://portal.utoronto.ca/](https://portal.utoronto.ca/))

3. **Interprofessional RSVP Site:**
   The IPE RSVP site is where students can look up and register for elective learning activities. Students will need to create an account before they can access the site. ([http://app1.rehab.utoronto.ca/IPEregistration/](http://app1.rehab.utoronto.ca/IPEregistration/))

4. **Interprofessional Student Attendance Site:**
   This site allows students to track and view their IPE attendance record. ([https://apps.med.utoronto.ca/ipe/appl/](https://apps.med.utoronto.ca/ipe/appl/))