

## **UPDATING AGENCY INFORMATION**

### **Steps to reviewing information about your student placement opportunity:**

1. You can update or change the information available to the school by going to our Faculty of Social Sciences Experiential Education **Community Connections** website <http://community.socsci.mcmaster.ca>.
2. Click on **Organizations Log In**
3. Enter your login name and password. You will need to contact the School of Social Work Office to obtain the login name and password you have been assigned. You will be unable to change your login name or password. If you do not have a password or cannot remember it, please contact Lorna O'Connell, Field Education Administrative Assistant at [occonnell@mcmaster.ca](mailto:occonnell@mcmaster.ca) or at 905-525-9140 ext. 23795.
4. Once you have entered the site, go to Field Placement

### **To Edit Placement Postings**

Please make note of any changes or revision you would like to make and contact the School of Social Work Office at 905-525-9140 ext 23795 and Lorna will enter the changes to the database.

### **To Edit Field Instructor Forms or Placement Opportunities.**

If you would like to add an additional field instructor or placement opportunity to the database please see the attached form. You are welcome to either complete the form and fax it to the office, or email as an attachment. If you prefer, you are more than welcome to call the office and Lorna will enter the information on to the database while you are on the line.

If you have difficulty accessing the website or making the changes, please feel free to contact Lorna O'Connell, Field Education Administrative Assistant, School of Social Work at [occonnell@mcmaster.ca](mailto:occonnell@mcmaster.ca) or at 905-525-9140 ext. 23795.