

## How to Confirm Your Site Placement in Tevera

### First, confirm your site

1. Log in to Tevera
2. Click on “Site Placements” to begin this process
3. Complete your pre-application items:
  - a. First, choose the right placement level: MSW foundation (SW 640) or MSW advanced (SW 740) for MSW; BASW Practicum 1 (SW 444) or BASW Practicum 2 (SW 445) for BASW
  - b. Complete your student detail profile: click on “not started”, then click “start”
  - c. Upload your current resume: click on “not started” then click “start” and upload your document
4. Click on “Select Agency”
5. Search for your agency by name. Remember, your agency might be called something different in Tevera so search a few different ways to see if your agency is listed. If you do not see your agency listed, click on “Suggest an Agency”. You can find instructions on how to add a new agency on the Tevera Field Education Software page.
6. If your agency is listed, click “start” next to your agency listing
7. Click on “yes, I’m ready” if you want to proceed
8. You will now land on your agency’s placement page. Click on the “not started” button next to “Confirm placement at site”, and then click on the “start” button
9. Your agency status will now show as “in progress”. Click on that “in progress” button
10. Click the submit button

### Next, confirm your Supervisor in Tevera

1. After you have confirmed your site, you’ll be able to confirm your supervisor in Tevera. Click on “Select a Supervisor”. Approved supervisors are listed in connection with your agency. If you do not see your supervisor listed, click “suggest a supervisor”. You can review instructions on how to add a supervisor on the Tevera Field Education Software page
2. If you see your supervisor listed, click on the “start” button next to the name of your supervisor
3. Click on “yes, I’m ready” if you want to proceed
4. Click on the “not started” button next to “Confirmation of field instructor and dates of placement”
5. Click on the “start” button
6. Complete all required fields (in red). You’ll need the name and email of your supervisor ready.
7. You’ll also need to know your placement start and end dates. If you are completing a one semester placement, you’ll choose the start and end dates of that semester. If you’re doing a 2-semester placement, you’ll choose the start date of the first semester and the end date of the second semester. You can find those dates [here](#)
8. Click submit

**Tevera Site Placement Process Tip:** all your buttons should be green, meaning they are complete/approved. Any items in blue or grey are not yet complete. Continue to click on those items until they are green, and you receive a pop-up notifying you of that completed status