

### Completion of Online Form

1. Log into OCASP V2.0, the Queen's University off-campus activity planning tool. The url is <https://www.queensu.ca/risk//safety/ocas>
2. From the **Planner menu** select:



3. Activity Details Page
  - Departure and Return Dates – Include the start and end dates of your internship
  - I am undertaking one of the following activities: Select Internship – QUIP Internship Program from drop down menu
  - Department Overseeing Activity – Select Career Services – QUIP Internship Program as the Department Overseeing Activity
  - Indicate Yes or No if you will be travelling remotely within Canada. Remotely is defined as 2+ hours away from a large-scale medical hospital or facility
  - In the City of Activity field – Add the city and province where your internship is located
  - Location of Activity – Indicate the name of the Company Employing you
  - Contact information for your location of Activity - Add a phone number you can be reached at in while on Internship
  - Add contact information for two personal emergency contacts
4. "Submit" your online form:
  - Once you complete the information collection process, you are taken to a summary page which will highlight any incomplete sections in red.
  - Once all fields have been completed review the statements on the Acceptance of Responsibilities page, check the box and Click I Agree to submit the record.