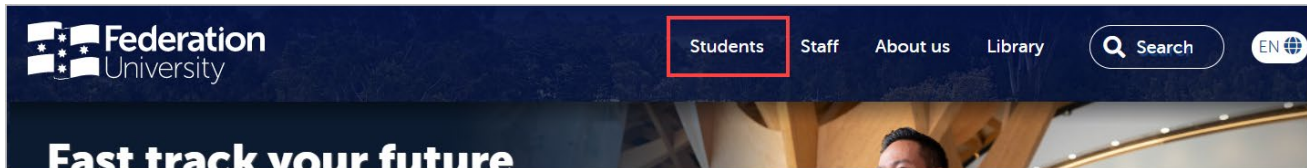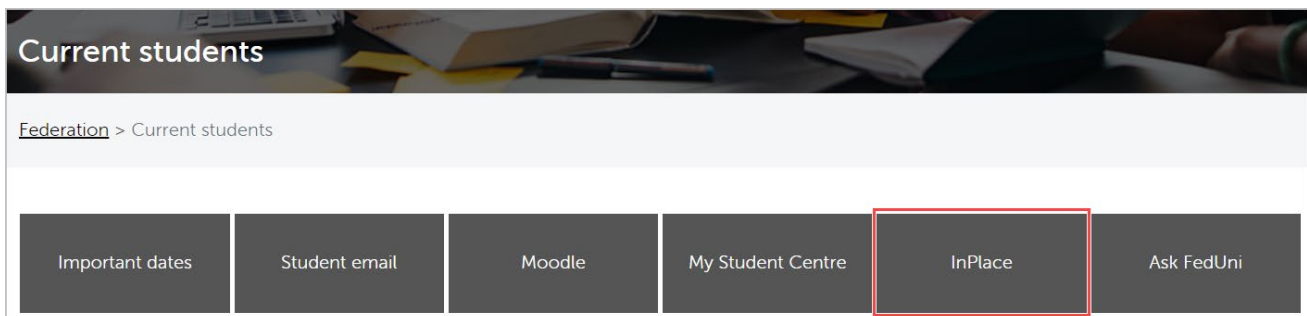## Logging in

Chrome is the preferred web browser for all students accessing InPlace. Do not use Internet Explorer to access InPlace. Many students have reported problems with this browser.

To find the InPlace website, go to the Fed Uni home page and left click on the '**Students**' link.

On the next page, click on the '**InPlace**' link:

You can also access InPlace by pasting the following link into your browser and then save it as a bookmark https://inplace.federation.edu.au

From the next page, click on the '**Staff and Students**' link:

- Your username will be your **student ID**.
- Your password will be your **current FedUni password**
  (the one you use to log into your email and My Student Centre).
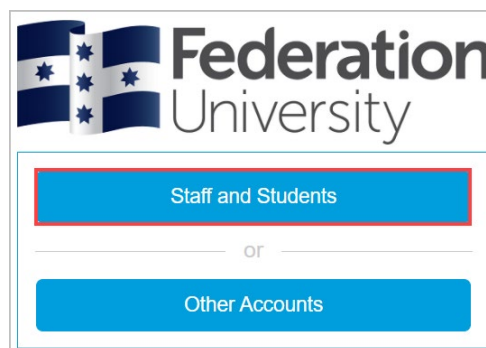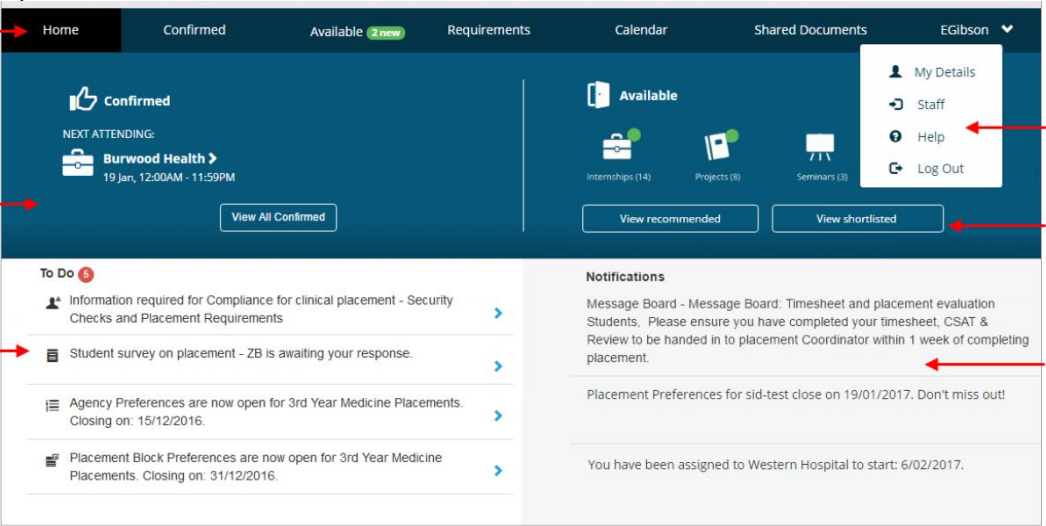

IMPORTANT: Please remember to log out at the end of your session.

Home

Terms and conditions will be displayed for your consent the first time you log in. Once you give consent this will not appear again unless it is updated by the University.

When you log in, the first screen you see is the home page. The main features of the home page are the 'To Do' and 'Notifications' Lists. These highlight any items that may require attention (eg. pre-placement requirements).

When logging in on your mobile device the home page will look a little different:

The Menu is located along the top of the computer screen throughout your session.
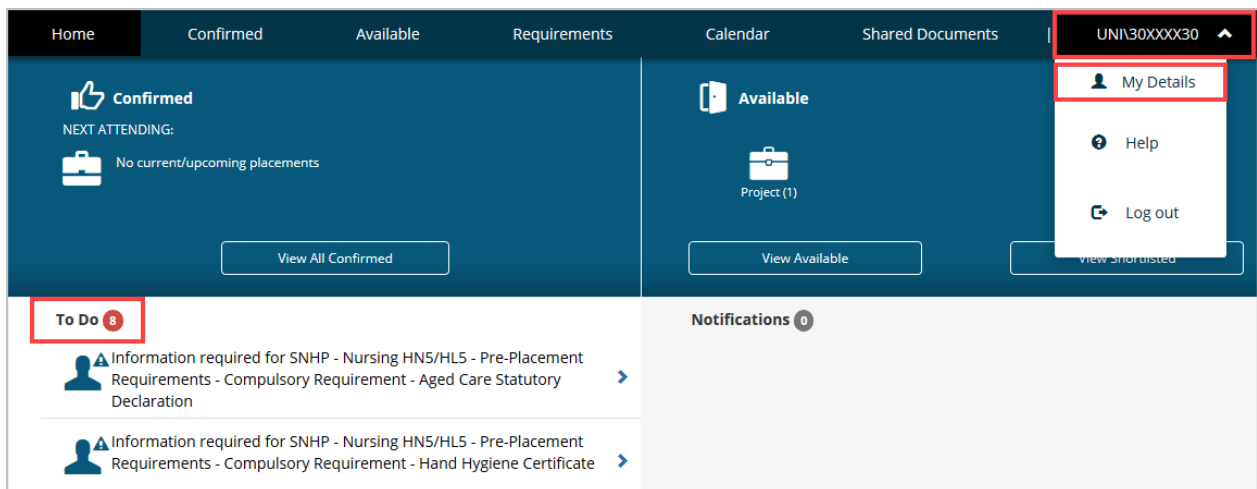
If accessing InPlace on your mobile device the menu ≡ is in the top right corner.

The menu options are:

- **Home** – Returns you to the system home page.
- **Confirmed** – View your confirmed placements (both upcoming and completed).
- **Available** – View available placement Opportunities, for those schools and sections that utilise this function.
- **Requirements** – lists the placement courses you are enrolled in, and the requirement of each placement.
- **Calendar** –placements will appear on your calendar for the dates they are occurring and can be exported to external calendars such as Google, Yahoo and Outlook.
- **Shared Documents** – will contain any documents shared by placement administrators that you require for your placements or pre-placement requirements.
- **User Account Menu** – contains the following links:
  - **My Details** – your specific requirements for action are found here
  - **Help** – takes you to the InPlace help guide
  - **Log Out** – you must log out at the end of every session

Pre-Placement Requirements

Click the **User Account Menu** and select '**My Details**' to view your pre-placement requirements.

On the '**My Details**' screen you will find a list of all items to be actioned, these can include:

- Compulsory requirements - marked with a red *
- Non-compulsory requirements - should only be actioned when requested by your placement administrators
- Questions for you to answer that relate to your placement options

To action a requirement, locate the relevant item and click on the '+' symbol to expand:

Compulsory Requirement - Working With Children Check

Working with Children Check *
No

Verified	Submitted	Rejected	**+**

IMPORTANT UPLOAD NOTES:

- Files must be <u>less than 10MB</u> in size.
- You can only upload one file per section. Multiple pages must be combined into one file.
- You can use https://smallpdf.com/ to combine pages and compress large files or download **Microsoft Lens** from your app store.

To upload an attachment:

- Tick the upload box: ☑
- Enter any required details (eg. Expiry, reference, comments)
- Upload your file (click to select, or drag and drop)
- Click Submit

Compulsory Requirement - Working With Children Check

Working with Children Check *
Yes
Expires 26/06/2025
#

Verified	Submitted	Rejected	**−**

WWCC: tick the upload box, enter expiry date and reference number, attach your file and click 'Submit' ☑

Expiry

26/06/2025	📅

Reference Number

0213562-01

Comments

Attachment

📄 Select or drag a file

1. WWCC.pdf ❌

Submit ❌Cancel Reset

Your submissions are reviewed and verified by a placement administrator, so the verification will not appear immediately. Once complete, each compulsory document will change to 'verified'.

If a compulsory document is rejected, you will see this appear in the "To Do" list on your home page with a reason why it was rejected. It is your responsibility to rectify any issue related to a rejected document.

Placement Information

Click **Confirmed** from the menu

All of your confirmed placements will be displayed here.

**IMPORTANT NOTE: Your placements <u>will not</u> appear on this list until they have been <u>confirmed and released</u> by the placement administrators in your school/section.

View by status

view by status ▾

1 results of 2

Name	Type	Period	Duration	Status
Test Agency	Placement	18/04/2018 - 31/07/2018	70 Days WELRO3107 70 days	Current

To view specific information regarding an individual placement, click on the name of the Agency. The main 'Details' page will be displayed that shows information about the agency, placement supervisors, and any other additional information.
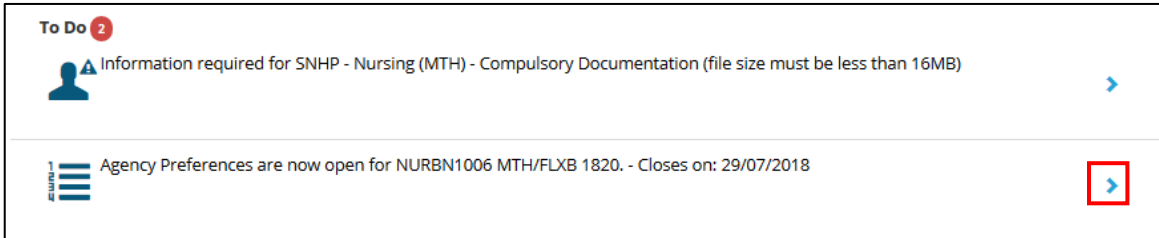
The tabs presented on the placement screen that are relevant for you are:

- **Details** – Shows agency contact information and allocated supervisors.
- **Docs** – documents relevant to this particular placement (if applicable).
- **Schedule** – some placements may have a schedule attached (eg. Placements at St John of God). This will not appear for all placements.

Agency Preferences (only used in some schools)

Agency Preferencing allows you to select your order of preference for the available placement organisations. The agencies that you can select are configured by the placement administrators. They will also set open and close dates for preferencing.

If a placement block requires agency preferences it will show on your 'To Do' list. The blue arrow shown below indicates they have not yet been submitted:

NOTE: The item will remain on your To Do list until the closing date, so that you can amend your preferences if required. The blue arrow will change to a blue tick (shown below) to show that you have submitted your preferences:
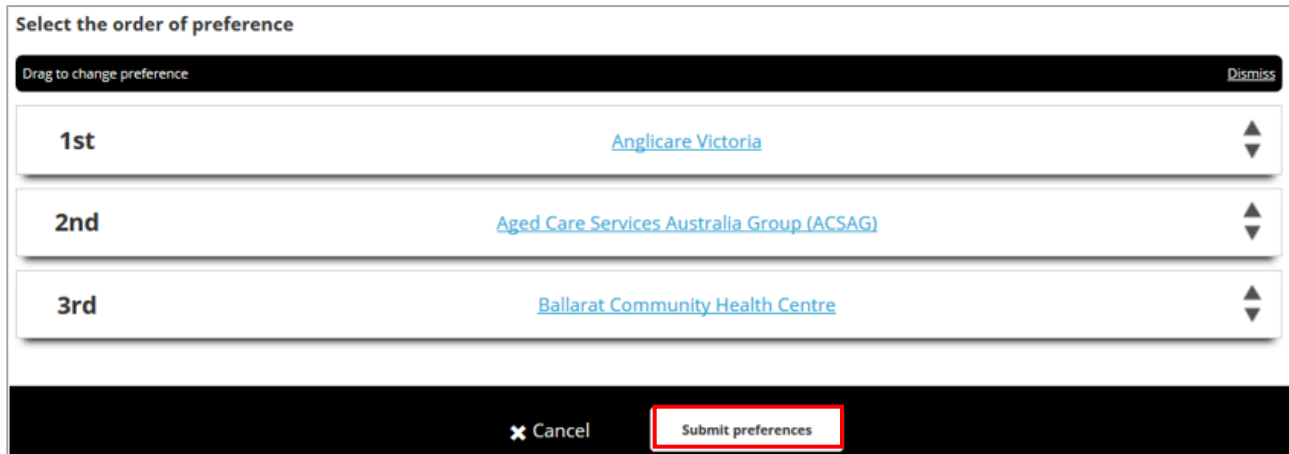

1. Click on the 'Agency Preferences' item from your To Do list.

2. The number of agencies that you are required to select will show at the top of the list.

3. From the list of agencies, click the blue square icon on the right to select your preferred agencies. Selected agencies will change to a circled black tick.

4. Click the 'NEXT> Rank Preferences' button at the bottom of the screen.

5. Drag boxes to re-order the agencies and rank them by your preference.

6. Click on 'Submit preferences'

NOTE: After you submit your preferences you will remain on the same screen – you can navigate to another page via the top menu.

Self-Placement Submission (only used in some schools)

When you are enrolled in an applicable self-placement course this will appear on your To Do list. The option to submit self-placements is set by your school/section.

1. Click on the 'Self Placement' item to submit a placement for approval.
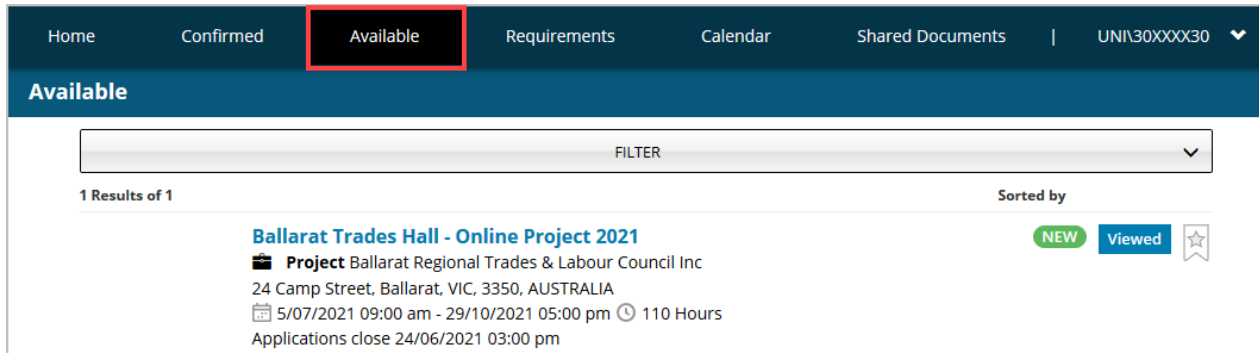

2. Provide the all of the details regarding your placement. Anything with a red * is a compulsory field to be completed, all others are optional.

3. Complete all relevant details regarding the placement you have arranged, then click 'Submit'. You can also click on 'Save as draft' if you need to come back to it later.
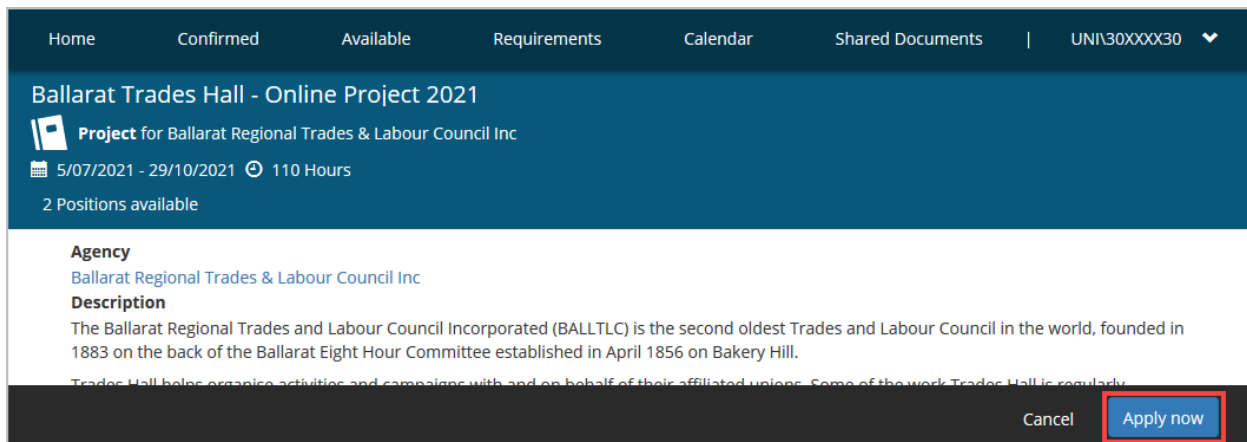
Your submission will then be reviewed by the placement administrators.

Applying for Opportunities (only used in some schools)

Some schools/sections will use the Opportunity module to advertise placements. You can access the opportunities from the '**Available**' menu item:
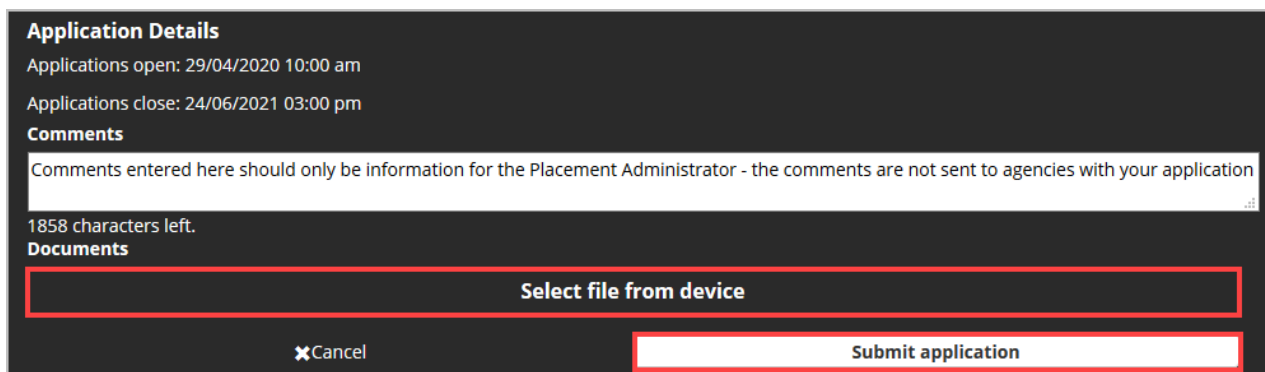

Click on any opportunity to view more information, such as dates and application requirements. From here, click on '**Apply Now**' in the bottom right to register your interest. If you cannot click the Apply Now button, you may not have completed your pre-placement requirements.

After clicking 'Apply Now' you will need to upload any required documents (eg. your CV):

Select relevant files and add any comments in the box. The comments box should not be used as a cover letter for the agency – these comments go only to the placement administrator.
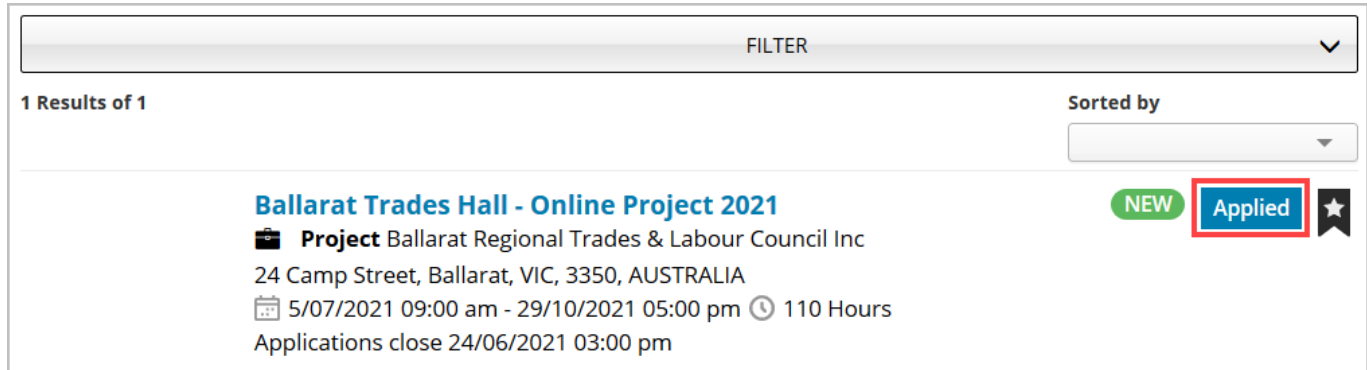
You can then click on '**Submit application**'. Once your application is submitted, it will be reviewed by placement staff, and you will receive a response advising you if your application was successful.

Withdrawing an Opportunity application

In some instances, you may have applied for an Opportunity that you would like to withdraw from or withdraw and re-submit your application.

When you have applied for an opportunity it will show on the **Available** page as **Applied**.

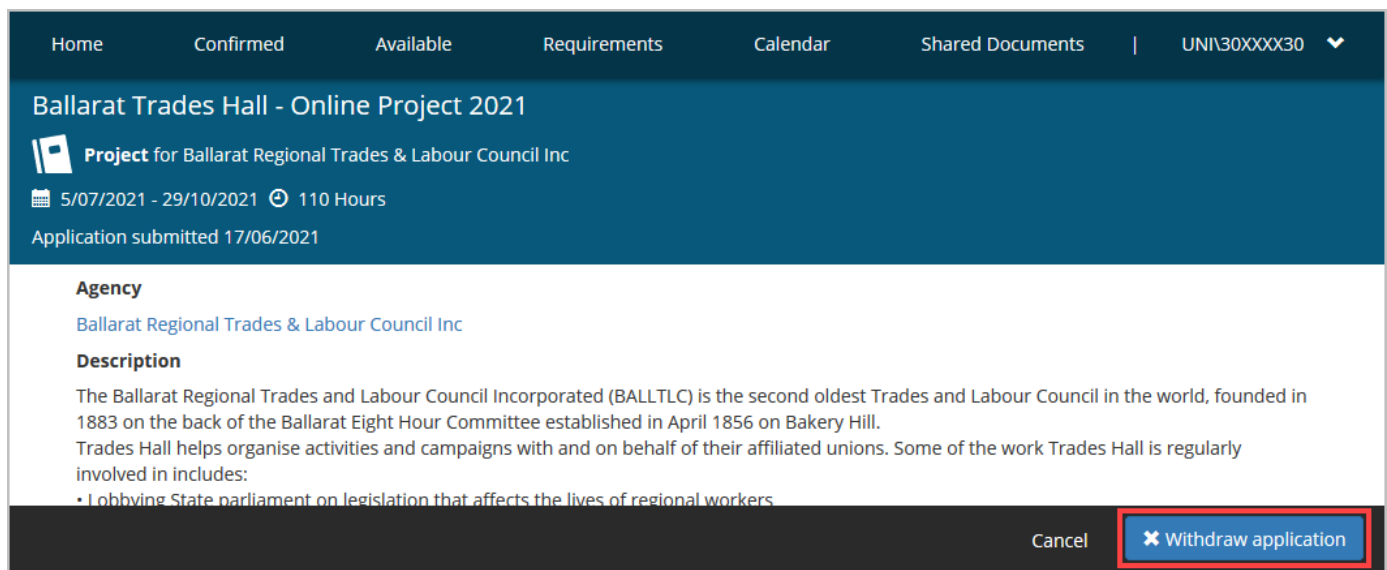Click the opportunity title to open, then select **Withdraw application** in the bottom right:

Your application will be withdrawn. If you would like to reapply for the opportunity, you can follow the steps on the previous page to apply.

Trouble Shooting Common Problems

Problem: When I try to log into the system it says "User not activated, access denied".

Solution 1: You may see this message if you are using Internet Explorer – switch to Chrome to resolve this. If you are already using Chrome, then clear your cache and cookies (see below).

Problem: When I try to log in, I see a maintenance error.

Solution: if you're unable to access the sign in page at all, your bookmark may be out of date after a recent upgrade. If you are using a link saved in your favourites/bookmarks, try clearing your browser cache and navigating to InPlace through the Federation University website (shown above). Once you have logged in, update your favourite/bookmark.

Clear your cache - you can do this by following the steps below:

1. Open your Chrome web browser
2. Press **CTRL + Shift + Delete** together on the keyboard
3. Choose a time range of **All time**
4. Check the boxes next to **Cookies and other site data** and **Cached images and files**
5. Click **Clear data**.

Problem: When I try to upload a file to InPlace my file does not attach.

Solution: Your file may be too large. Only files smaller than 10MB can be uploaded to InPlace.

Use **Microsoft Lens** to scan and save your files (instead of taking a photo). You can also compress your file using the 'Compress PDF' feature at https://smallpdf.com/. Please also check the type of file you are uploading. InPlace will only accept word, excel, csv, pdf, ppt, jpeg, gif, png and bmp. You can also convert files to PDF through the above website.

Problem: I have a four-page document to upload, but I can only upload one file.

Solution: When uploading documents with multiple pages you must save all pages together in one file. If you have your pages in separate files you can combine them into one file using the 'Merge PDF' feature at https://smallpdf.com/. You can also download **Microsoft Lens** from your app store to scan and combine documents into pdf using your phone.

Problem: When I click through to complete my Student Placement Agreement, or Consent Form I see and error saying "you don't have permission to view this form".

Solution: Ensure you log into your Microsoft O365 account with your Federation University student login. You may receive this error if you are logged into your O365 account with a different login i.e. using a work PC where you are logged in as your work staff login, or if you are also a student at another University and using your other University student credentials to log in.

Need Further Assistance?

If you are still having trouble logging in to InPlace you can log a request for assistance at: servicedesk.federation.edu.au

For general enquiries regarding your placement or the placement process, please contact the placement administrators for your School.