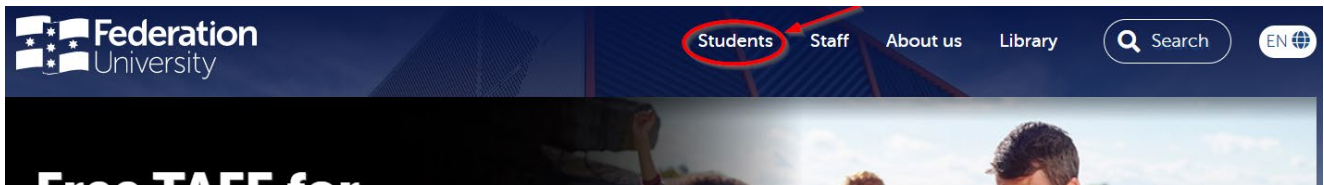


Logging in

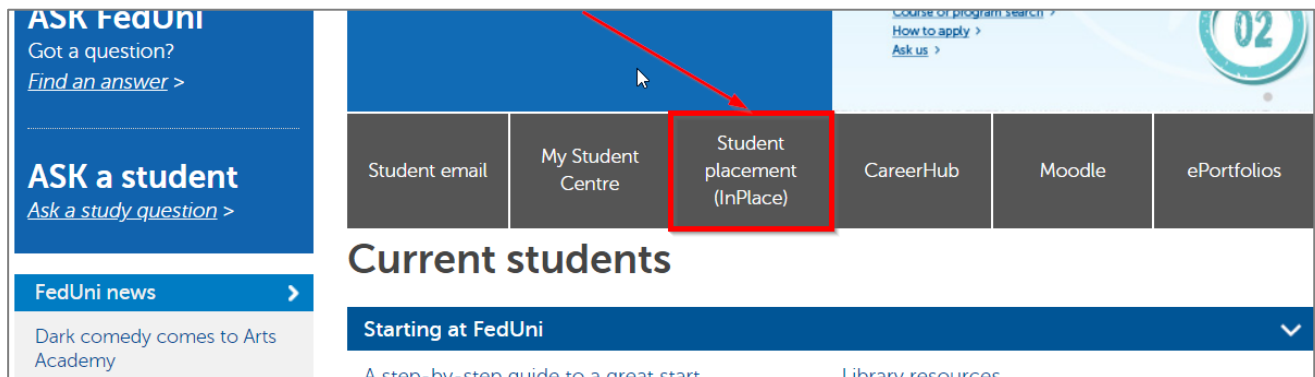
Chrome is the preferred web browser for all students accessing InPlace. Do not use Internet Explorer to access InPlace. Many students have reported problems with this browser.

Your InPlace account is created after you enrol in your first placement course. Until then, you will not be able to log in to InPlace. Activation of your account will take up to 24 hours after your first enrolment.

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 '**Student Placement**' link to open InPlace:



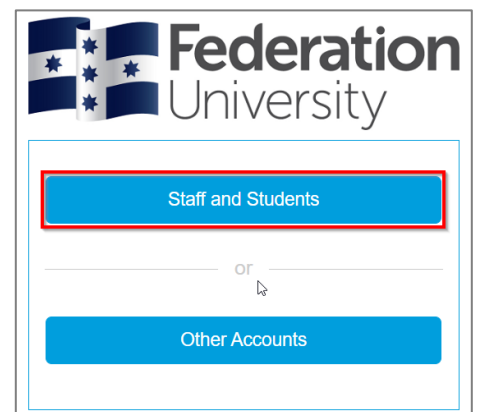
You can also access InPlace by pasting the following link into your browser and then save it as a bookmark <https://inplace.federation.edu.au>

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:

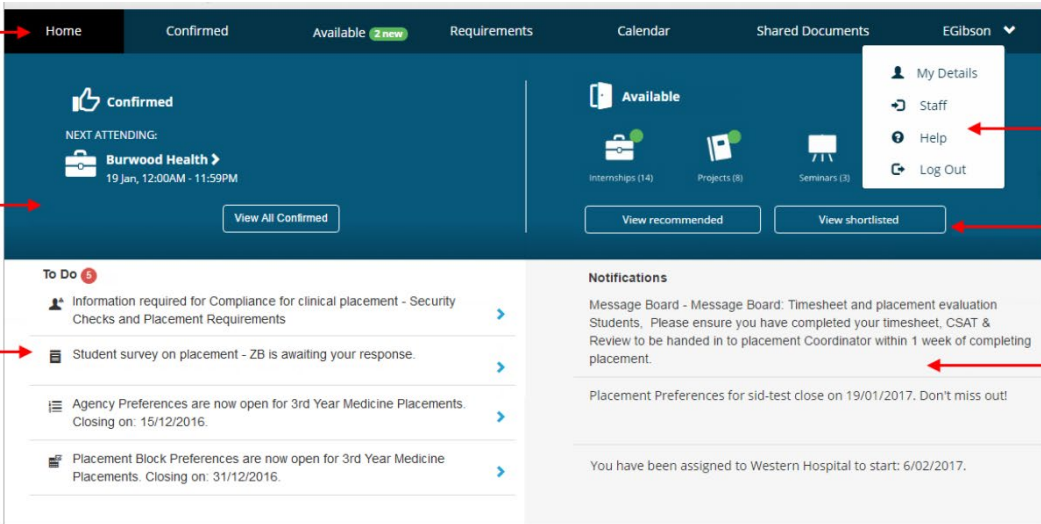
Please remember to log out at the end of your session.



Home

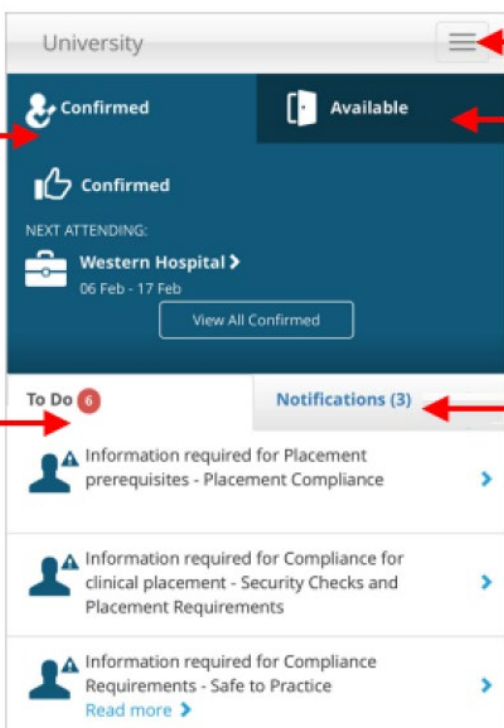
Terms and conditions will be displayed for your consent the first time you log in. Once you give consent this will not appear again, unless it is updated.

Logging in thereafter the first screen you will view 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 (such as pre-placement requirements).



The screenshot shows the desktop interface of the InPlace system. At the top is a dark blue toolbar with navigation tabs: Home (selected), Confirmed, Available (with a '2 new' badge), Requirements, Calendar, Shared Documents, and a user profile dropdown for 'EGibson'. Below the toolbar, the main content area is divided into two panes. The left pane, labeled 'Confirmed pane', shows a 'Confirmed' status with a thumbs-up icon and a 'NEXT ATTENDING' section for 'Burwood Health' on 19 Jan, 12:00AM - 11:59PM, with a 'View All Confirmed' button. The right pane, labeled 'Available pane', shows an 'Available' status with a calendar icon and counts for Internships (14), Projects (8), and Seminars (3), with 'View recommended' and 'View shortlisted' buttons. Below these panes are two lists: a 'To Do list' on the left with four items related to compliance and surveys, and a 'Notifications list' on the right with three items, including a message board notice and a placement preference closing notice.

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



The screenshot shows the mobile interface of the InPlace system. At the top is a header with 'University' and a menu icon (three horizontal lines). Below the header are two tabs: 'Confirmed' (selected) and 'Available'. The main content area is divided into two sections: 'To Do' (with a '6' badge) and 'Notifications (3)'. The 'To Do' section lists three items related to placement prerequisites and compliance requirements, each with a right-pointing arrow. The 'Notifications' section is currently empty.

The **Menu** is located along the top of the computer screen throughout your session.

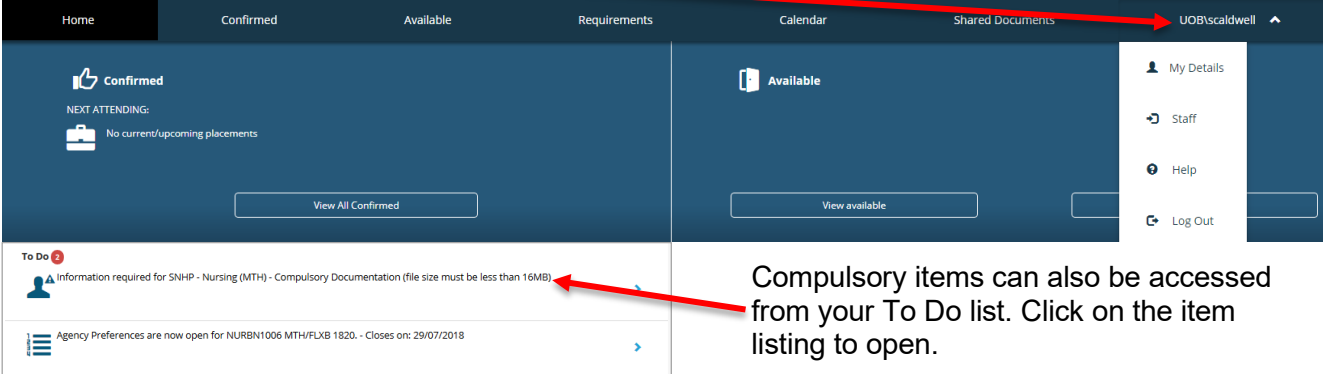
If accessing InPlace on your mobile device the menu  is in the top right corner.

The menu options are:

- **Home** – Returns you to the system home page.
- **Confirmed** – View your confirmed placements (both upcoming and completed).
- **Available** – Not relevant for IPP.
- **Requirements** – lists the placement course/s you are enrolled in.
- **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** – this is where you upload all of your IPP documents
 - **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.



The screenshot shows the InPlace user interface. At the top, there is a navigation bar with tabs for Home, Confirmed, Available, Requirements, Calendar, and Shared Documents. On the right side of the navigation bar, the user's name 'UOBScaldwell' is displayed with a dropdown arrow. A red arrow points from the text above to this dropdown arrow. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Confirmed' and shows 'NEXT ATTENDING: No current/upcoming placements' with a 'View All Confirmed' button. The right column is titled 'Available' and shows a 'View available' button. Below these columns is a 'To Do' section with a red notification icon. A red arrow points from the text below to a 'To Do' item: 'Information required for SNHP - Nursing (MTH) - Compulsory Documentation (file size must be less than 16MB)'. To the right of the screenshot, text explains that compulsory items can be accessed from the 'To Do' list.

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

- Compulsory pre-placement requirements - marked with a red *
- Non-compulsory requirements - should only be actioned when requested by your placement administrators
- Requirements relating to your IPP, submitted during or after placement

For some requirements you will need to upload a document. For example, your placement might require a Working With Children Check (WWCC).

Locate the relevant item and click on the '+' symbol to expand:

Compulsory Documentation (file size must be less than 16MB)

Working with Children Check * No	Verified	Submitted	Rejected	+
Medical Declaration / Reasonable Adjustments * No	Verified	Submitted	Rejected	+
Student Placement Agreement *	Verified	Submitted	Rejected	+

IMPORTANT UPLOAD NOTES:

- Files must be less than 10MB 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.

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

Working with Children Check * Verified Submitted Rejected -

Yes
Expires 21/11/2022
#

Please upload your WWCC, tick the upload box and enter expiry date and reference number below

Expiry
21/11/2022

Reference Number
02158233-01

Comments

Attachment
Select or drag a file

WWCC Copy.pdf x

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'

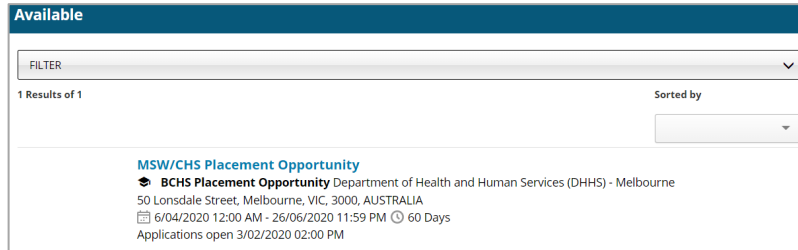
Working with Children Check * Verified Submitted Rejected +

Yes
Expires 26/08/2022
#

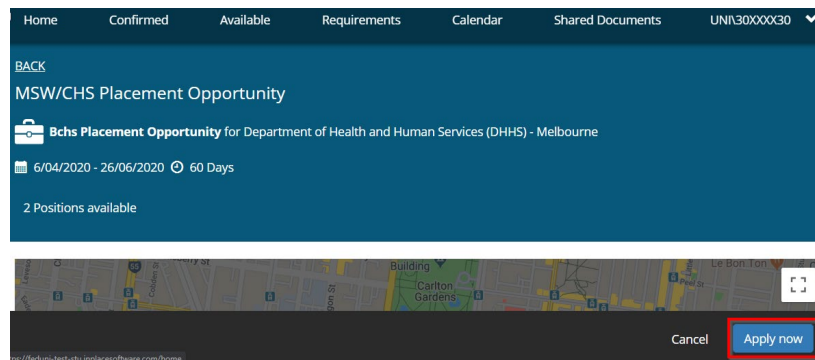
If a compulsory document is rejected, you will see this appear in the "To Do" list on your home page. It is your responsibility to rectify any issue related to a rejected document.

Applying for Opportunities

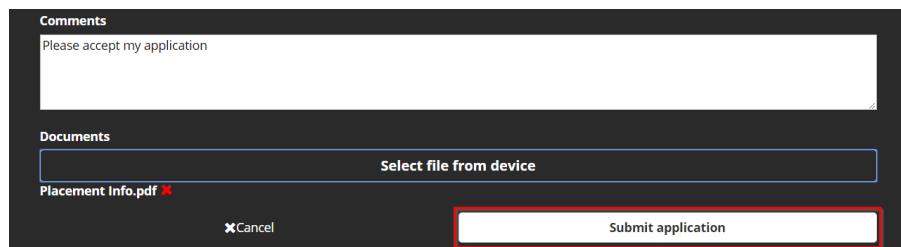
The Opportunity module is used to advertise IPP placements. You can access the opportunities from the 'Available' menu item:



Click on any opportunity to view more information, such as dates and application requirements. From here, click on 'Apply Now' in the bottom right corner to register your interest.



After clicking 'Apply Now' you will need to upload any required documents (eg. your resume). Once you have attached your documents, click 'Submit Application'



Once your application is submitted, it will be reviewed by the IPP staff.

Placement Information

Click **Confirmed** from the menu. Your confirmed placements will be displayed here.

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).

Trouble Shooting Common Problems

Problem: When I try to log into the system it says “User not activated, access denied” or another error message.

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 (hold CTRL + Shift + Delete).

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. You can 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/>

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 IPP placement administrators via ipp@federation.edu.au.