

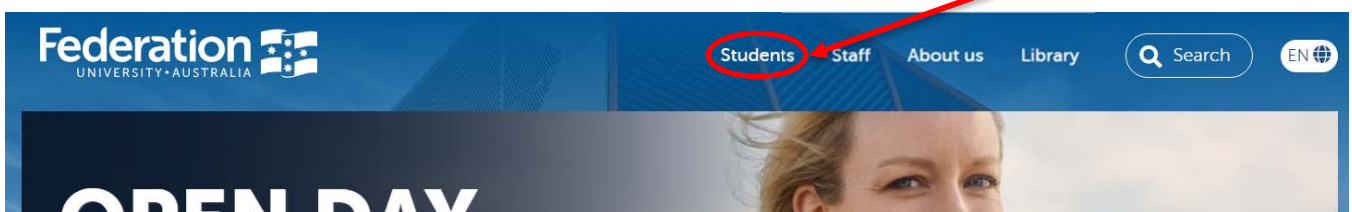
Logging in and Pre-Placement Requirements

Use Google Chrome, Firefox or Safari internet browsers to open InPlace. Internet Explorer (IE) does not function as well with InPlace, and most students cannot access InPlace at all while using IE.

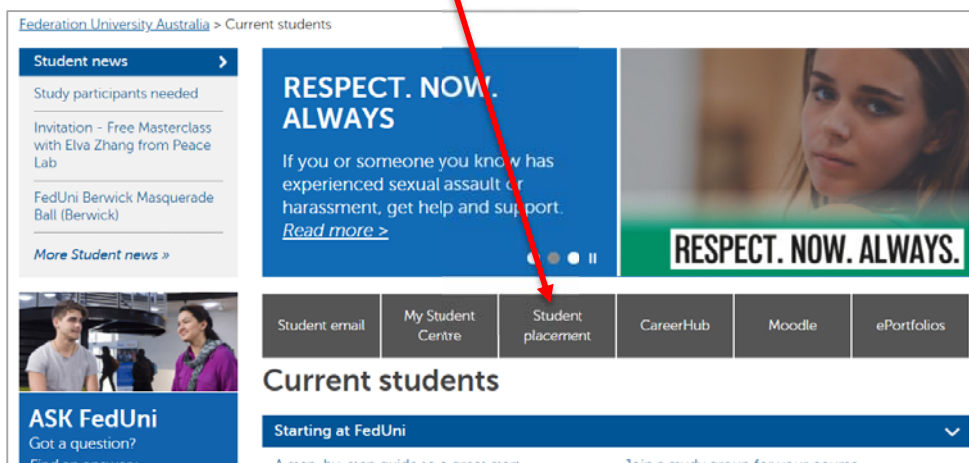
Logging in

Your InPlace account is created after you enroll 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 website home page and left click on the 'Students' link.



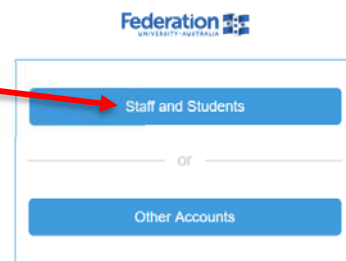
On the next page, click on the 'Student Placement' link to open InPlace:



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:

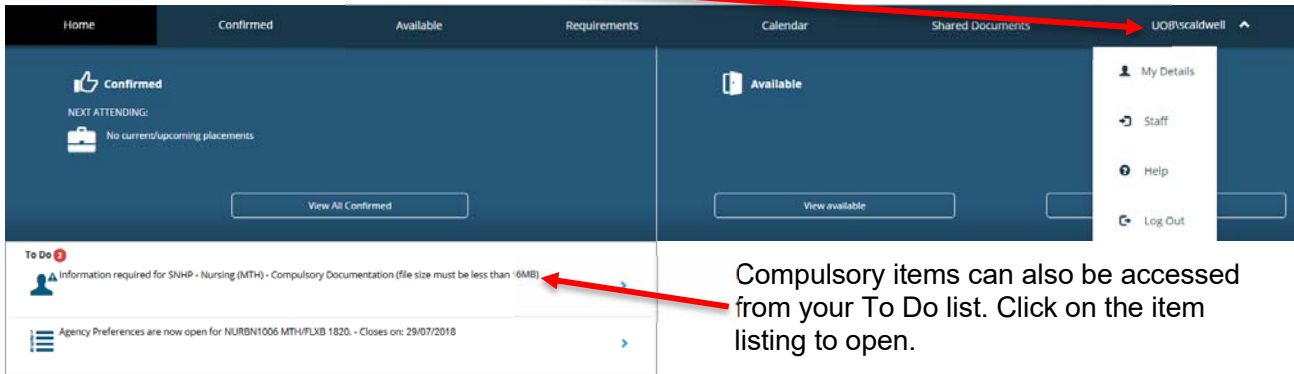
- Your username will be your **student ID**.
- Your password will be your **current FedUni password** (the one you use to log into your email and My Student Centre).



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

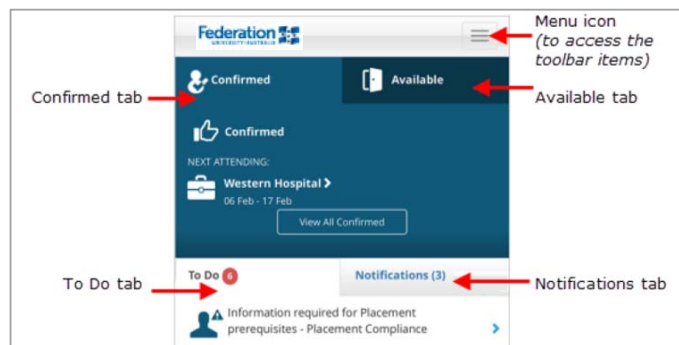
Pre-Placement Requirements and Compulsory Documentation

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



Compulsory items can also be accessed from your To Do list. Click on the item listing to open.

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



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 upload a document, locate the relevant item and click on the '+' symbol to expand:

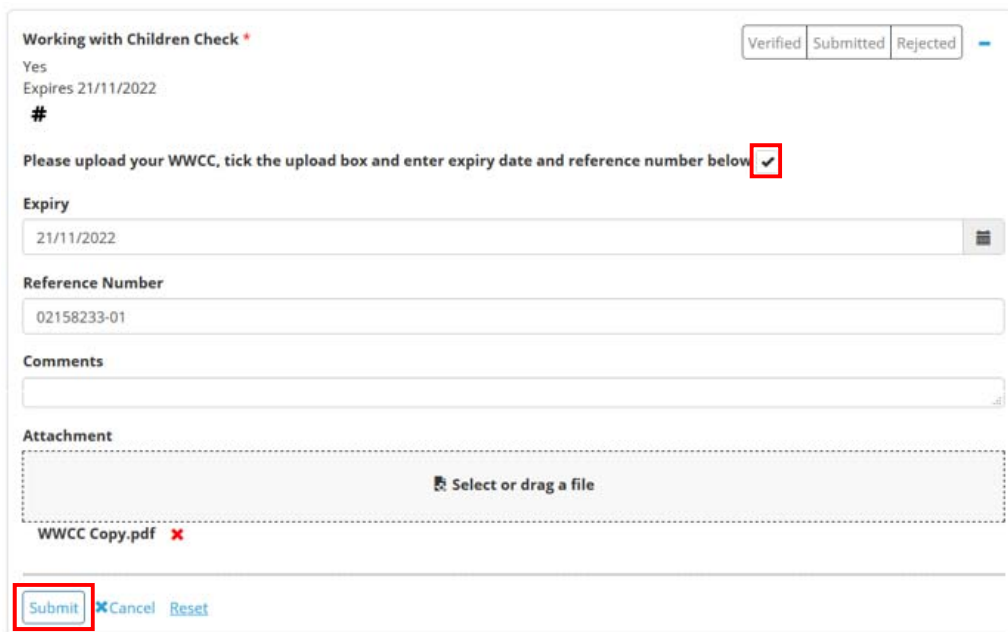


IMPORTANT UPLOAD NOTES:

- Files must be less than 16MB in size.
- You can only upload one file per section. Multiple pages must be combined into one file before uploading.
- 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

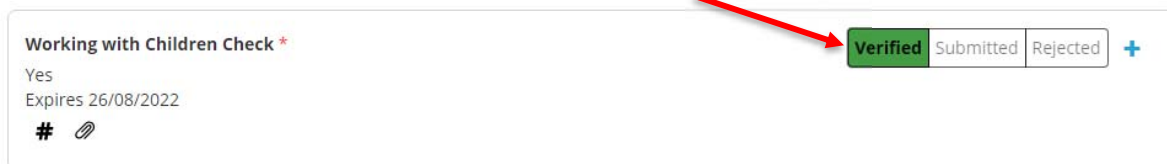
Reference Number
02158233-01

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.

Need Further Assistance?

If you are having trouble logging in to InPlace or using the system please contact ITS for assistance at: <https://federation.service-now.com/sp>