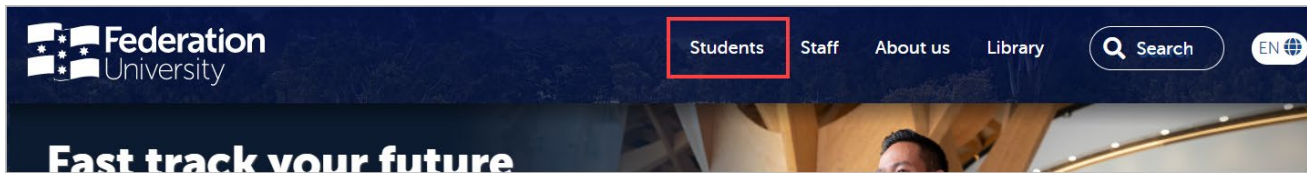


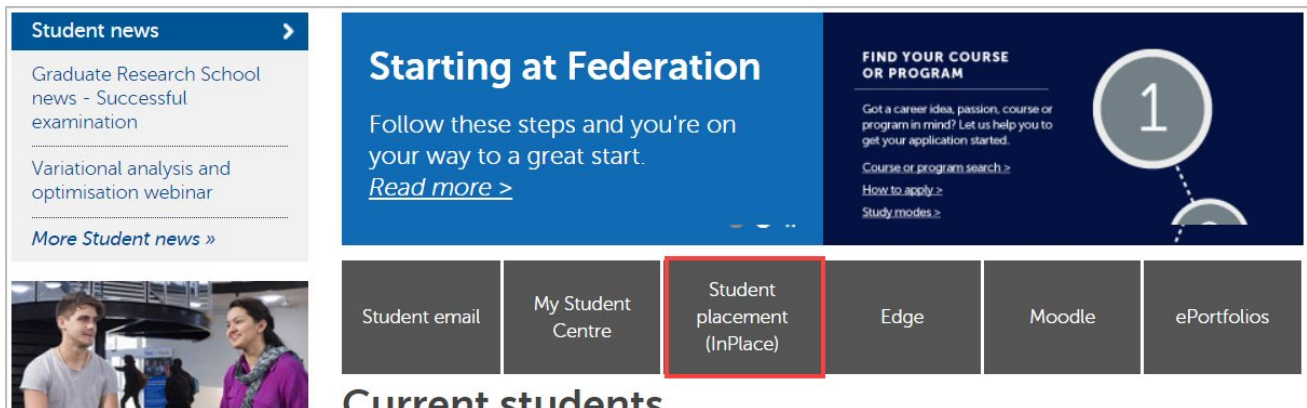
Logging in

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.



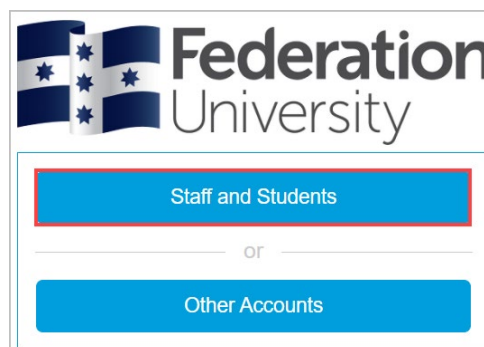
On the next page, click on the '**Student Placement**' link to open InPlace:



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:

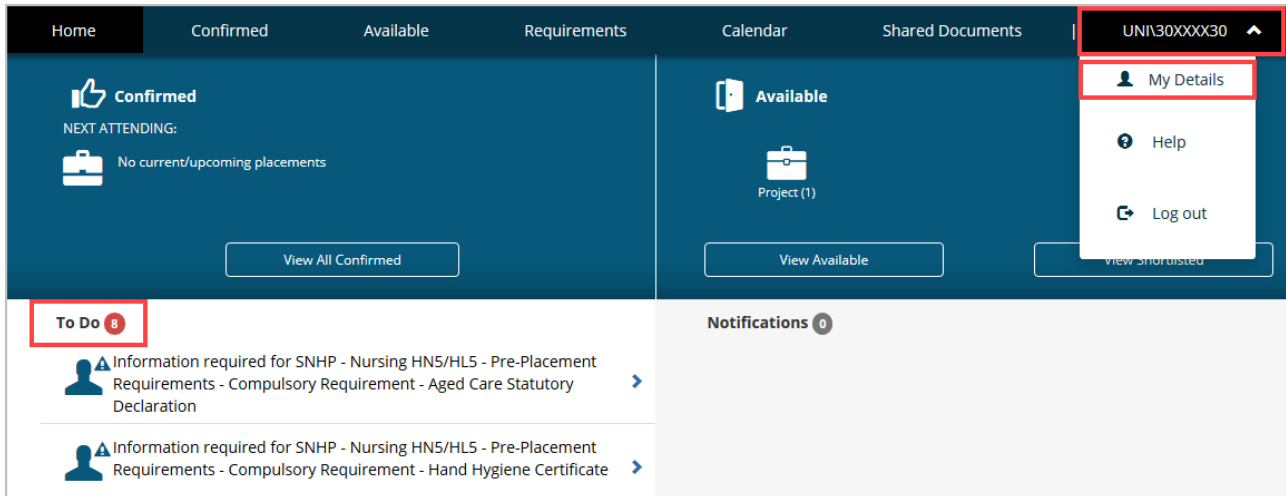
- Your username will be your **student ID**.
- Your password will be your **current FedUni password** (the one you use to log into your email and My Student Centre).



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.

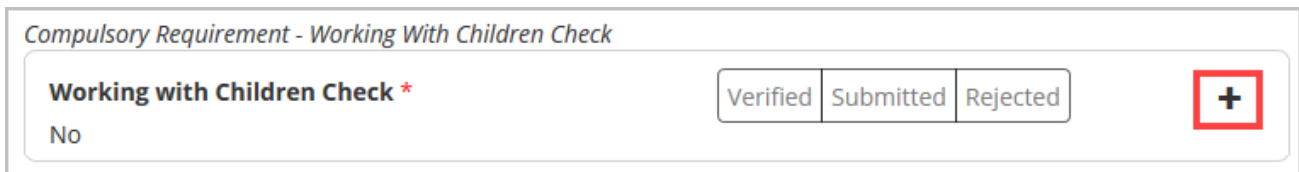


The screenshot shows the InPlace dashboard with a top navigation bar containing: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown for 'UNI\30XXXX30'. The 'My Details' option is highlighted in the dropdown menu. The main content area is divided into two columns. The left column has a 'Confirmed' section with 'NEXT ATTENDING: No current/upcoming placements' and a 'View All Confirmed' button. Below this is a 'To Do' section with 8 items, including 'Information required for SNHP - Nursing HN5/HLS - Pre-Placement Requirements - Compulsory Requirement - Aged Care Statutory Declaration' and 'Information required for SNHP - Nursing HN5/HLS - Pre-Placement Requirements - Compulsory Requirement - Hand Hygiene Certificate'. The right column has an 'Available' section with 'Project (1)' and a 'View Available' button. Below this is a 'Notifications' section with 0 items.

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:



The screenshot shows a 'Compulsory Requirement - Working With Children Check' item. It has a status of 'No' and a red asterisk. To the right of the status are three buttons: 'Verified', 'Submitted', and 'Rejected'. A red box highlights a '+' symbol in the bottom right corner, indicating where to click to expand the item.

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. You can also download [Microsoft Lens](#) from your app store to scan and combine documents into pdf using your phone.

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 *

Verified
Submitted
Rejected

Yes
Expires 26/06/2025
#

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 ✕

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 *

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 with a reason why it was rejected. 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: servicedesk.federation.edu.au

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