

InPlace Student User Guide

Logging on

- Your InPlace account is created after you enrol in your first placement course.
- You will not be able to log into InPlace if you have not been enrolled in a placement course.
- Activation of your account will take up to 24 hours after your first enrolment.

IMPORTANT: Please use Google Chrome or Mozilla Firefox internet browsers (or Safari for Mac users). Internet Explorer does not function as well with InPlace, and most students have found they cannot access InPlace at all while using Internet Explorer.

Your username will be your **student ID**.

Your password will be your **current FedUni password** (that you use to log into My Student Centre).

To access InPlace paste the following link into your browser:

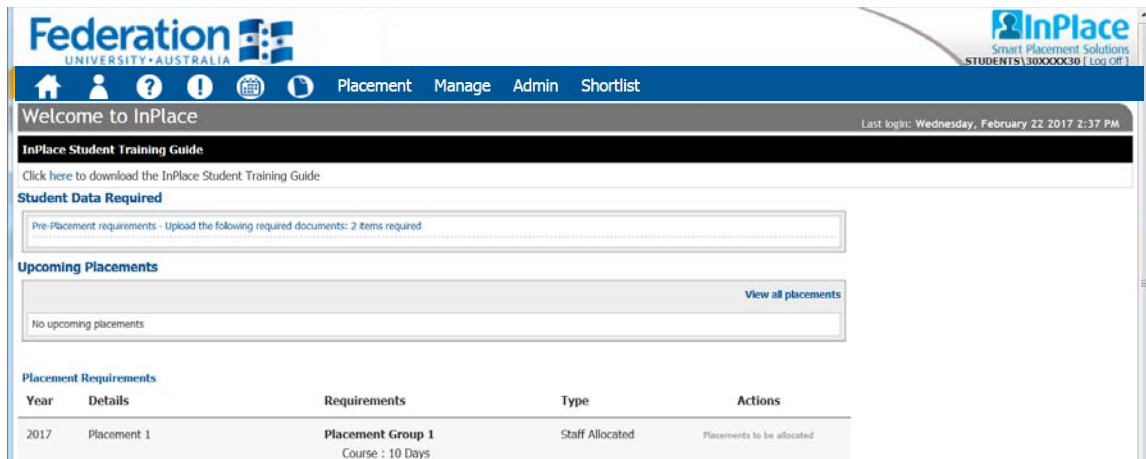
<https://inplace.federation.edu.au>



Home

When logging in for the first time the InPlace terms and conditions will be displayed for your consent. Once you give consent this will not appear again, unless they are updated. You can view the terms and conditions at any time through the 'My Details' area.

Logging in thereafter the first screen you will view is the home page

Year	Details	Requirements	Type	Actions
2017	Placement 1	Placement Group 1 Course : 10 Days	Staff Allocated	Placements to be allocated

The main feature of the home page is the issue boxes (widgets). These highlight any items that may be of interest or may require attention (such as pre-placement requirements).

Widgets are there to help you stay on top of issues that may need your action.

The Menu located along the top of the screen appears throughout your session and the items displayed are:



- **Home** – Returns you to the system home page
- **My Details** – All your student specific and placement related details
- **Help** – Provides assistance with the current screen
- **Alert Notifications** - displays all the alerts assigned to, or applicable to you, such as pre-placement requirements
- **Calendar** – will show your placements and can be exported to external calendars such as Google, Yahoo and Outlook
- **Document Repository** – will contain any documents you require for your placements or pre-placement requirements
- **Placement** – Search and show all your placements

My Details


Click My Details from main menu



This contains your specific details, such as contact details and enrolment information, which is imported from My Student Centre (MySC). It is the responsibility of all students to keep their contact information up to date via MySC. All other placement information should be kept up to date via InPlace.

Students are able to navigate between the tabs to view details such as placements and enrolments.

Student



Test Student

Student Code: **30XXXX30**

Date of Birth: **01/01/1980**

Suburb: **MOUNT HELEN**

Details
Address
Placement
Enrolment
Notes/Docs

View Details

Student Code:	Title:	Given Name:*	Surname:	Other Name:
30XXXX30	Miss	Test	Student	Name
DOB (d/mm/yyyy):	Gender:	Email:		
01/01/1980	Female	teststudent@students.federation.edu.au		
Home Phone Number:	Mobile Phone Number:	Alternative Home Phone Number:		
	12345678			
Alternative Mobile Phone Number:	Allocation Address Type:	Status:*		
		Enrolled		
Full Time / Part Time:	Accepted Terms/Conditions:			
Full Time	True			
Primary Discipline Calculated:	Primary Discipline:			
Education Exp - Bachlr (EEBED)	Education Exp - Bachlr (EEBED)			

View Terms and conditions

A brief summary of the tabs and their associated actions are provided below;

- **Details** - A personal information page, containing student details. It will also include checklists for pre-placement requirements, and pre-placement questions. This is where you upload documents such as your Student Placement Agreement, and give us information about where you can complete placement.
- **Placement** – All your associated placements are listed
- **Enrolment** – All your current and previous enrolled placement courses

Pre-Placement Requirements

On the home screen under the ‘Student Data Required’ section, outstanding pre-placement requirements are listed. You can click through to the requirements from this screen, or you can view them all in the ‘My Details’ screen.

Some attributes require you to upload a document as a pre-requisite for your placement. For example, your placement might require that you undergo a Working With Children Check (WWCC) before you attend.

To upload:

1. Locate the applicable attribute and click Edit.

Pre-Placement requirements ▲		
Upload the following required documents ▲		
Description	Value	Expiry
Police Check*	No	[Edit]
Working with Children Check*	No	[Edit]

2. Enter any applicable details and then click ‘Browse’ to search for your file. For WWCC enter the expiry and reference number of your card. **IMPORTANT:** If you are uploading an attachment to an attribute please ensure you tick the box highlighted in green below:



Edit

Working with Children Check

Working with Children Check

Expiry (Expires on specific date):

Reference Number

Comments

File Attachment
 No file selected. Common ITS issue responses for InPlace.docx

Last Changed: 20/02/2017 12:54 PM

3. Select the file you wish to upload. Once selected click on the ‘Upload’ button (shown above) to finalise your submission.
4. Click Save (your upload will not be submitted for verification if you do not click save).

*IMPORTANT UPLOAD NOTES:

- files must be less than 10MB in size.
- You can only upload one file per attribute. Multiple pages must be combined into one file before uploading.

Placement

Click Placement from menu

Placement

All of your confirmed placements will be displayed here; the placements are listed by agency (ie. Host organisation), course, placement status, start and end dates.

****IMPORTANT NOTE:** Your placements will not appear on this list until they have been confirmed and released by your faculty placement administrators. The date of release will vary for each placement, but is generally three school weeks prior to commencement.



View	Agency	Allocation Group	Start Date	End Date	Status
View	Placement Agency	Placement 1	21/02/2017	24/02/2017	Confirmed

To view specific information regarding an individual placement, click 'View' on a summary item. Use the tabs to navigate between placement information.

The tabs presented on this screen consist of:

- **Details** – Agency and date information of the placement confirmed
- **Schedule** – Presents each calendar day for the length of the placement with daily specific information **where applicable**. This may not be used by all faculties.
- **Notes/Docs** – placement related documents or notes relevant to you

Trouble shooting common problems

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

Solution: You must be enrolled in a placement course for your InPlace account to activate. It will take up to 24 hours from the time of your enrolment to the time that your account is active.

Problem: When I enter my student number and password, InPlace just refreshes and asks for my password and username again.

Solution: Are you using Internet Explorer (IE) to access InPlace? Many students have reported issues when trying to log into InPlace through IE. This issue is currently under investigation. If you are using IE try logging into InPlace via Google Chrome or Firefox.

Problem: When I try to upload a file to InPlace I receive an error message.

Solution: Your file may be too large. Only files smaller than 10MB can be uploaded to InPlace. You can compress your file using <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.

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 pdf files you can combine them into one file using <http://combinepdf.com/>

Need Further Assistance?

If you are still having trouble logging in to InPlace or have forgotten your password please contact ITS for assistance.

You can contact ITS and log a request for assistance at: <https://federation.service-now.com/sp>

For general enquiries regarding your placement or the placement process, please contact your faculty placement administrators in the first instance. You can reach the team via email to: sea.professionalexperience@federation.edu.au