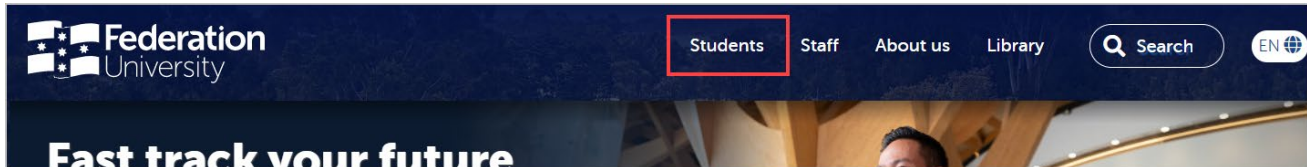


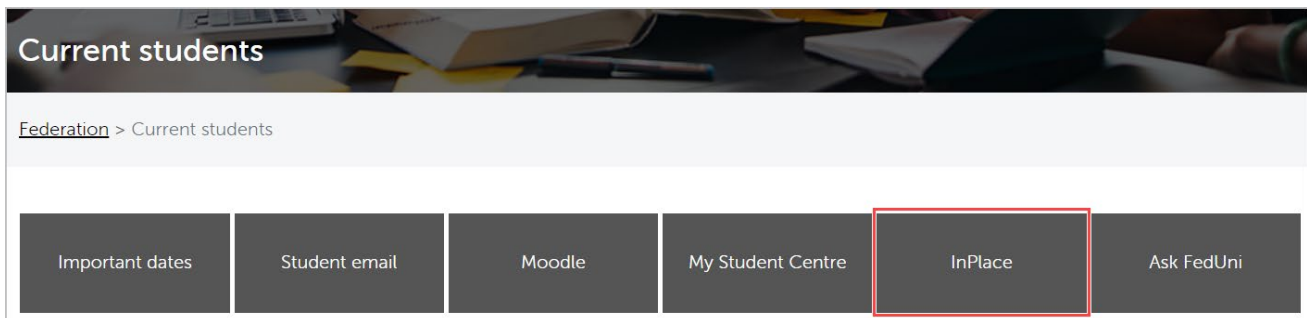
## Logging in

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. If you have trouble logging in, try using an incognito browser window.

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



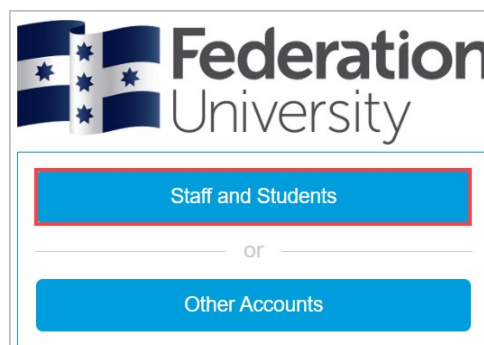
On the next page, click on the '**InPlace**' link:



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).

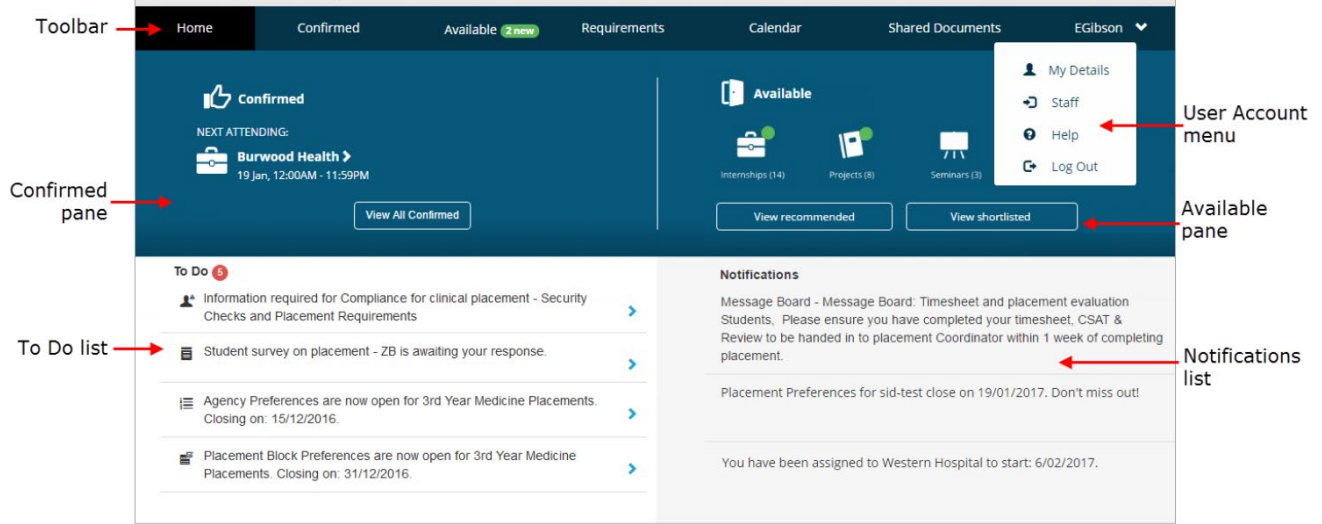


**IMPORTANT:** Please remember to log out at the end of your session.

## 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).



Labels in the screenshot:

- Toolbar
- Confirmed pane
- To Do list
- User Account menu
- Available pane
- Notifications list

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



Labels in the screenshot:

- Menu icon (to access the toolbar items)
- Confirmed tab
- Available tab
- To Do tab
- Notifications tab

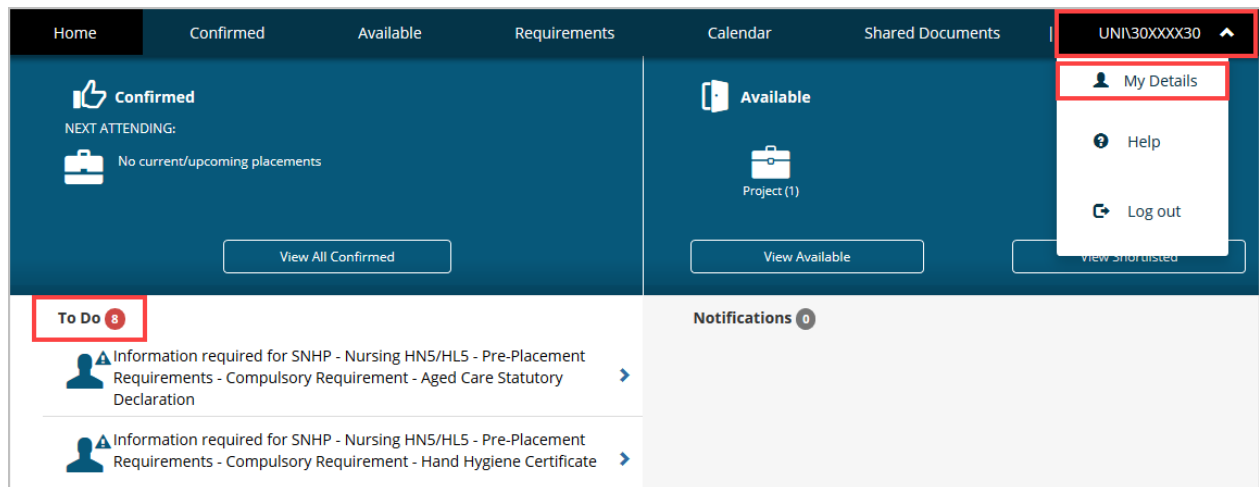
The **Menu** is located along the top of the computer screen throughout your session. If accessing InPlace on your mobile device the menu ☰ is in the top right corner.

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 areas that utilise this function.
- **Requirements** – lists the placement courses you are enrolled in, and their placement requirement.
- **Calendar** – once published, 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. Current documents will be displayed, you may need to use the filter to view archived documents relating to previous semesters.
- **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.



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 this bar, the user's name 'UNI\30XXX30' is displayed with a dropdown arrow. A red box highlights this dropdown menu, which contains the following options: 'My Details', 'Help', and 'Log out'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Confirmed' section with a thumbs-up icon and a 'NEXT ATTENDING:' section with a briefcase icon and the text 'No current/upcoming placements'. Below these are buttons for 'View All Confirmed' and 'View Available'. On the right, there is an 'Available' section with a briefcase icon and the text 'Project (1)', with a 'View Archived' button below it. At the bottom left, there is a 'To Do' section with a red box around the '8' icon. It contains two items, each with a red triangle icon and a right-pointing arrow: 'Information required for SNHP - Nursing HN5/HL5 - Pre-Placement Requirements - Compulsory Requirement - Aged Care Statutory Declaration' and 'Information required for SNHP - Nursing HN5/HL5 - Pre-Placement Requirements - Compulsory Requirement - Hand Hygiene Certificate'. At the bottom right, there is a 'Notifications' section with a '0' icon.

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
- Submission links for post-placement documentation.

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 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 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

#

**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 will not appear on this list until they have been confirmed and released by the placement administrators in your school/section.

View by status				
view by status				
1 results of 2				
Name	Type	Period	Duration	Status
<a href="#">Test Agency</a>	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.

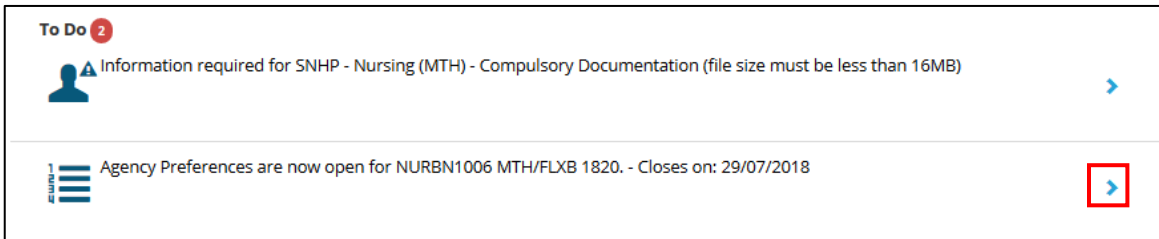
The tabs presented on the placement screen that are relevant for you are:

- **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:



The screenshot shows a 'To Do' list with two items. The first item is 'Information required for SNHP - Nursing (MTH) - Compulsory Documentation (file size must be less than 16MB)' with a blue arrow icon. The second item is 'Agency Preferences are now open for NURBN1006 MTH/FLXB 1820. - Closes on: 29/07/2018' with a blue arrow icon highlighted by a red box.

**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:



The screenshot shows the same 'To Do' list as above, but the blue arrow icon for the 'Agency Preferences' item has changed to a blue tick icon, which is highlighted by a red box.

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.

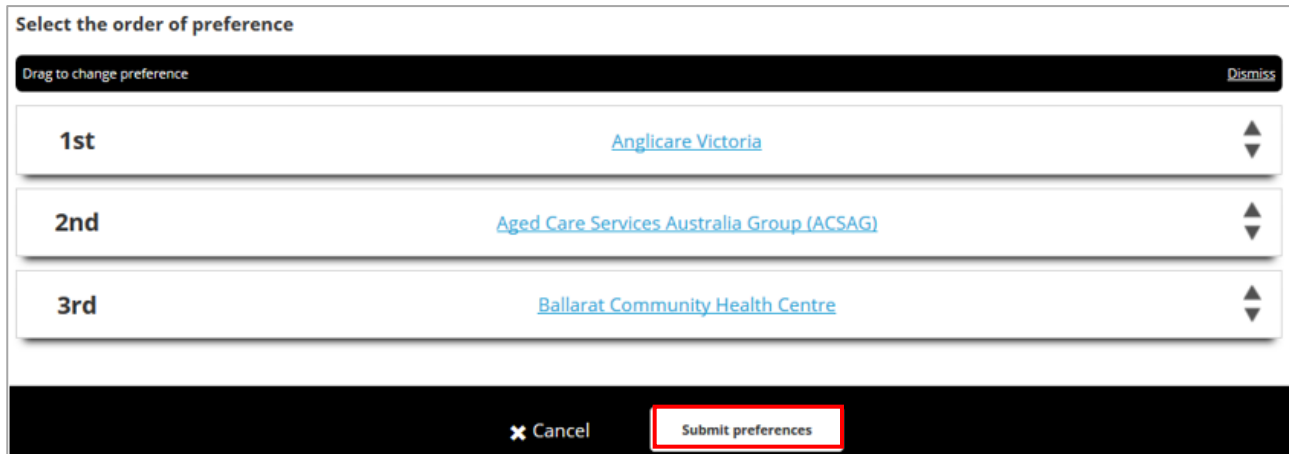


The screenshot shows the 'Select Preferences For NURBN2011 BER/FLXK 2005' screen. At the top, it says '3 - 8 Preferences Required' (highlighted with a red box) and 'Closes 21/02/2020'. Below this is a 'FILTER' dropdown menu. Underneath, it lists '11 agencies'. The first agency is 'Aged Care Services Australia Group (ACSAG) - Hallam' with a blue square icon highlighted by a red box. The second agency is 'Aged Care Services Australia Group (ACSAG) - Springvale' with a circled black tick icon. The third agency is 'Berwick Private Aged Care' with a blue square icon. The fourth agency is 'Binjari Katherine' with a circled black tick icon. At the bottom, there are two buttons: 'Cancel' and 'NEXT> Rank preferences' (highlighted with a red box). The text '4 agencies' is displayed above the buttons.

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.



Select the order of preference

Drag to change preference Dismiss

1st	<a href="#">Anglicare Victoria</a>	▲▼
2nd	<a href="#">Aged Care Services Australia Group (ACSAG)</a>	▲▼
3rd	<a href="#">Ballarat Community Health Centre</a>	▲▼

✕ Cancel
Submit preferences

## 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.



To Do 2

-  Self Placement submission open for WELRO3107 CHLL/FLXG/ODL 1820 >
-  Agency Preferences are now open for MSWPG7208 BER 1820. - Closes on: 23/06/2018 ✔

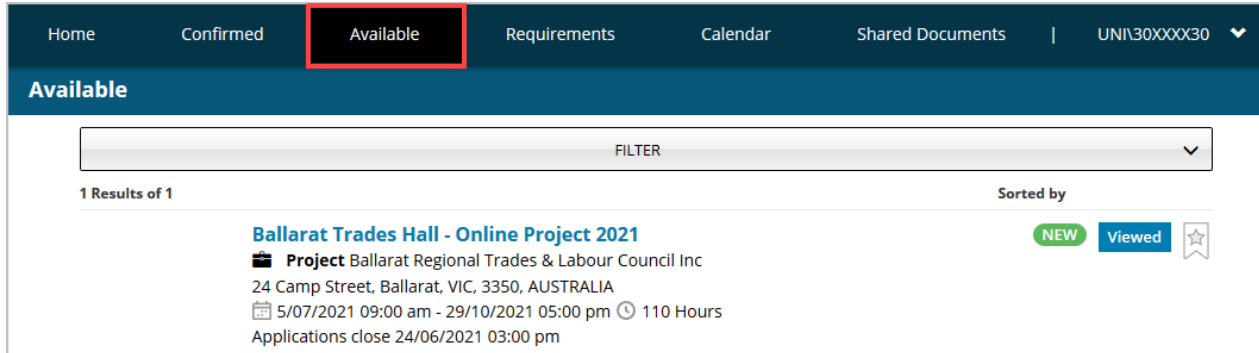
2. Provide the all of the details regarding your placement. Anything with a red \* is a compulsory field to be completed, all others are optional.

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.

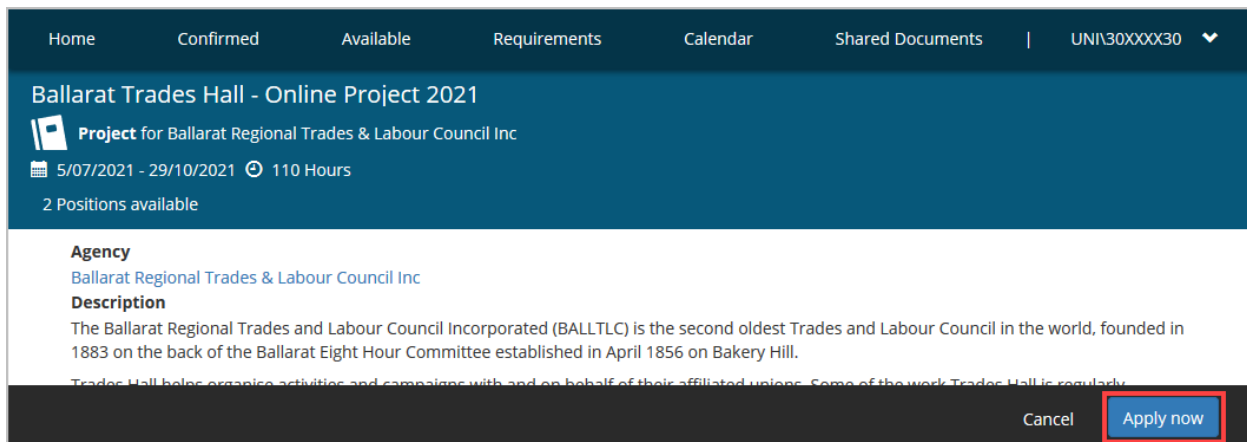
Your submission will then be reviewed by the placement administrators.

## 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:



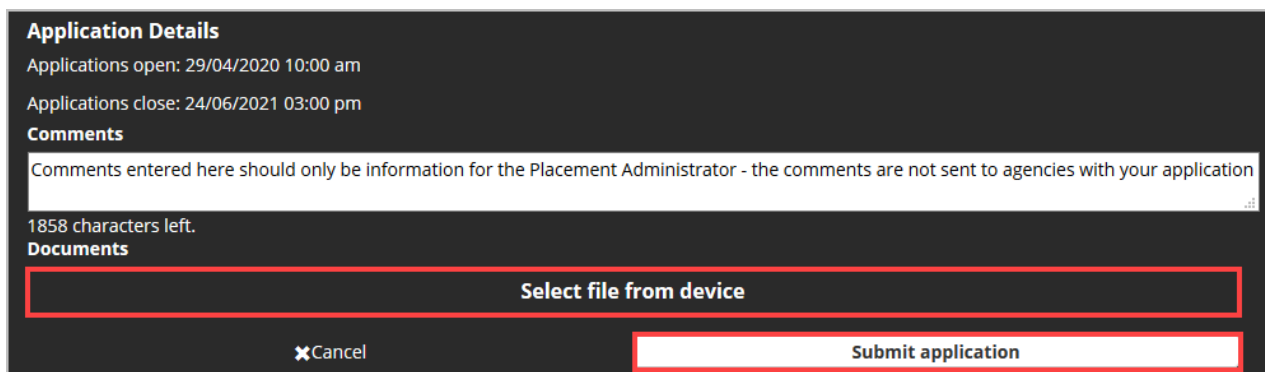
Click on any opportunity to view more information, such as dates and application requirements. From here, click on **'Apply Now'** in the bottom right to register your interest. If you cannot click the Apply Now button, you may not have completed your pre-placement requirements.



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.

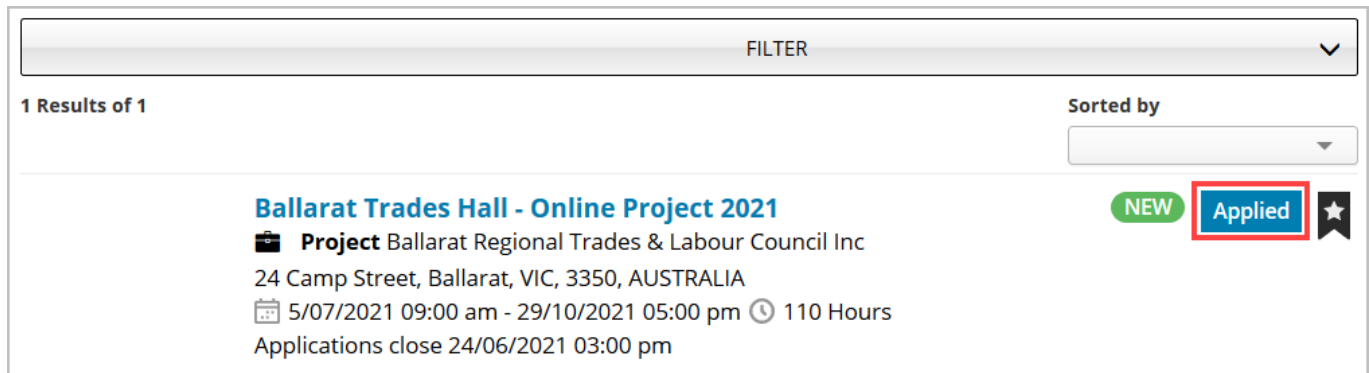




## Withdrawing an Opportunity application

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**.






FILTER

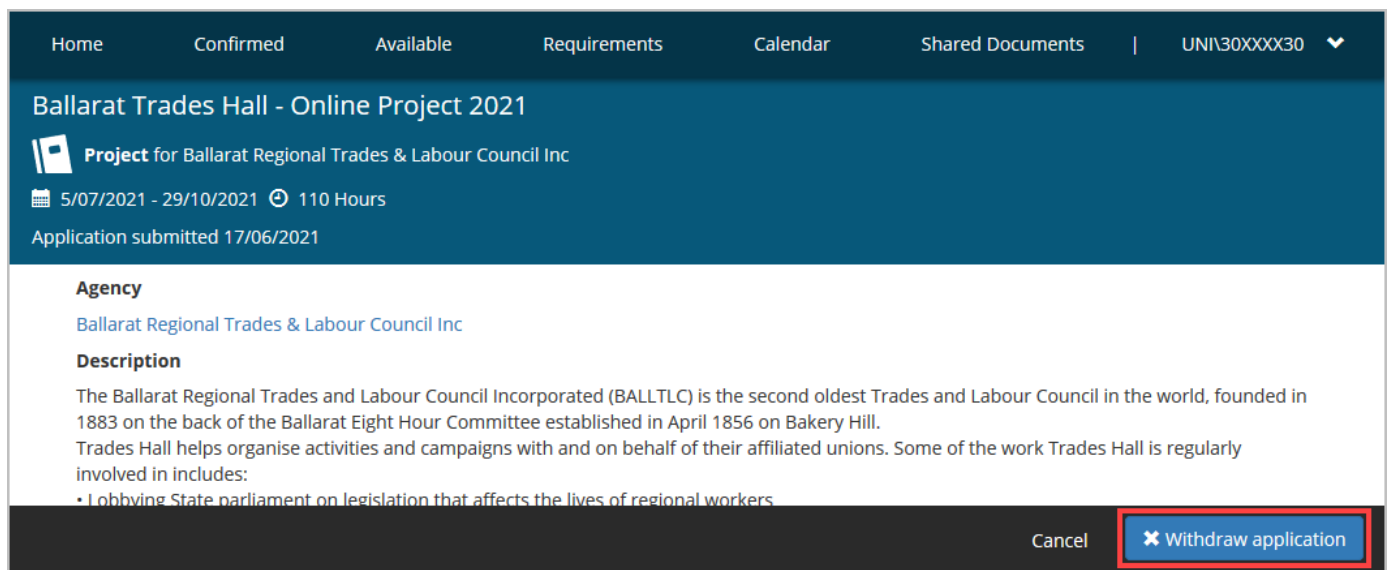
1 Results of 1

Sorted by

**Ballarat Trades Hall - Online Project 2021** NEW Applied 




 **Project** Ballarat Regional Trades & Labour Council Inc  
24 Camp Street, Ballarat, VIC, 3350, AUSTRALIA  
 5/07/2021 09:00 am - 29/10/2021 05:00 pm  110 Hours  
Applications close 24/06/2021 03:00 pm

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



Home Confirmed Available Requirements Calendar Shared Documents | UNI130XXX30

### Ballarat Trades Hall - Online Project 2021

 **Project** for Ballarat Regional Trades & Labour Council Inc  
 5/07/2021 - 29/10/2021  110 Hours  
Application submitted 17/06/2021

**Agency**  
Ballarat Regional Trades & Labour Council Inc

**Description**  
The Ballarat Regional Trades and Labour Council Incorporated (BALLTLC) is the second oldest Trades and Labour Council in the world, founded in 1883 on the back of the Ballarat Eight Hour Committee established in April 1856 on Bakery Hill. Trades Hall helps organise activities and campaigns with and on behalf of their affiliated unions. Some of the work Trades Hall is regularly involved in includes:  
• Lobbying State parliament on legislation that affects the lives of regional workers

Cancel ✕ Withdraw application

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). You may need to log into InPlace using an incognito browser window, especially if using a Mac or iPhone.

**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 an 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](https://servicedesk.federation.edu.au)

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