

# InPlace Student User Guide

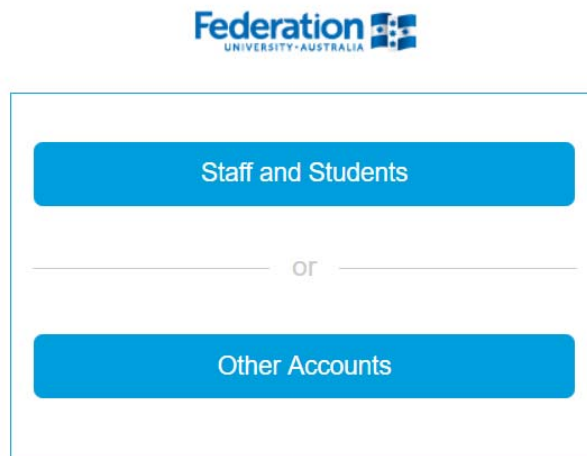
## Logging in

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

**IMPORTANT:** Google Chrome is the preferred internet browser for InPlace. Internet Explorer should not be used and other browsers may give reduced performance.

Access InPlace via <https://inplace.federation.edu.au>

Click on the 'Staff and Students' link:



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

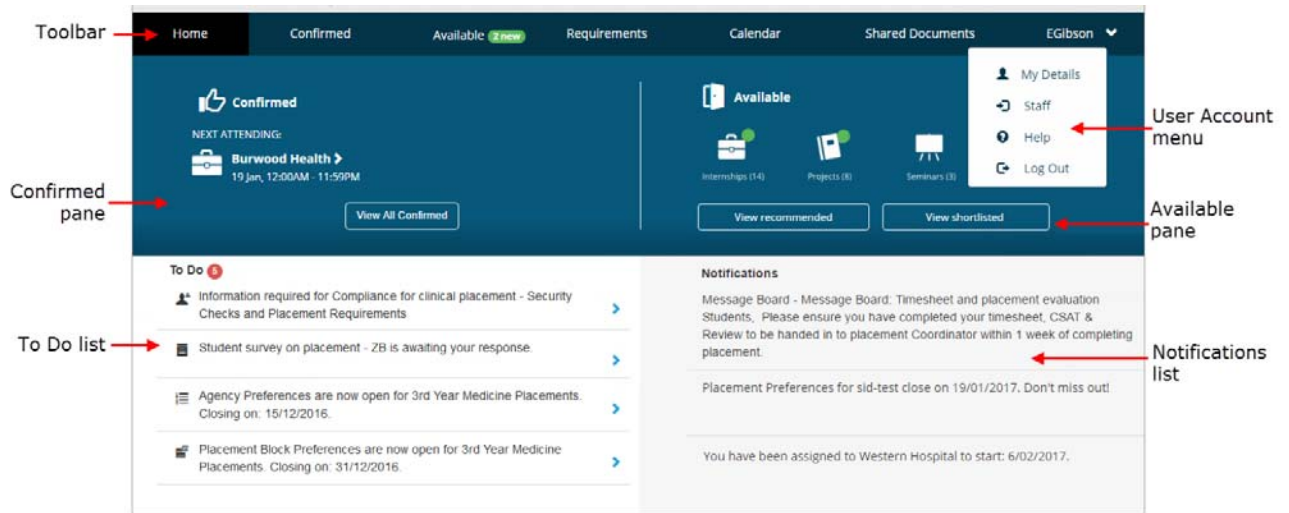
Your password will be your **current FedUni password** (the one you use to log into your email and My Student Centre).



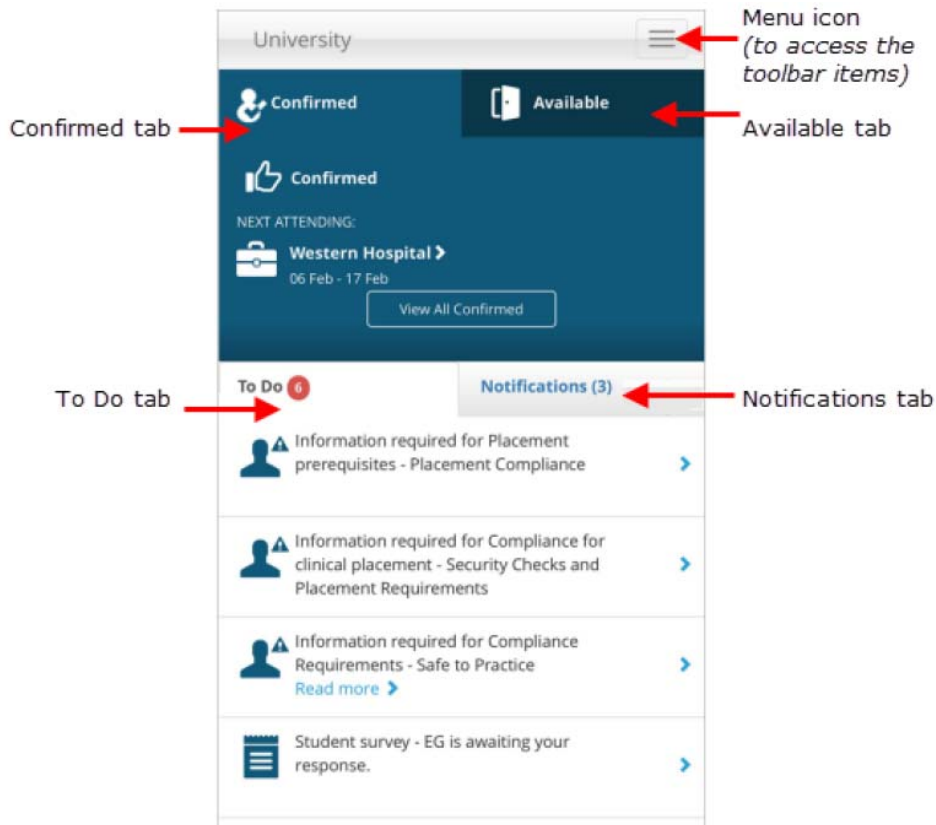
## Home

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:



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

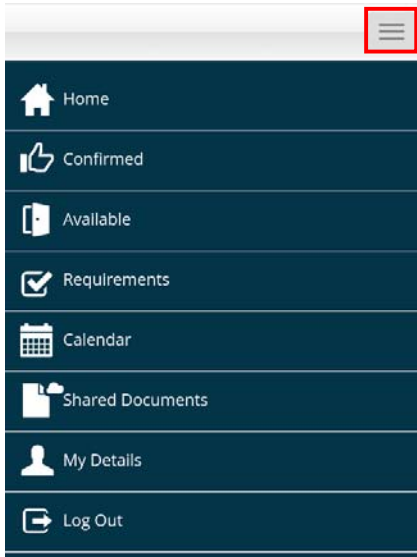


The main features of the home page are the 'To Do' and 'Notifications' Lists. These highlight any items that may require attention (such as pre-placement requirements).

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



or is available by clicking the menu icon on your mobile device:



The items displayed 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 schools and sections that utilise this function.
- **Requirements** – lists the placement courses you are enrolled in, and the requirement of each placement.
- **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** – 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

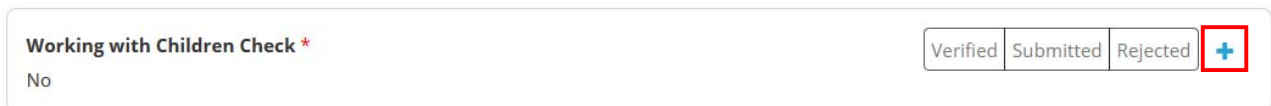
## Pre-Placement Requirements

From the **User Account Menu**, select 'My Details' to view your pre-placement requirements. Compulsory items will also appear for action in your To Do list.

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

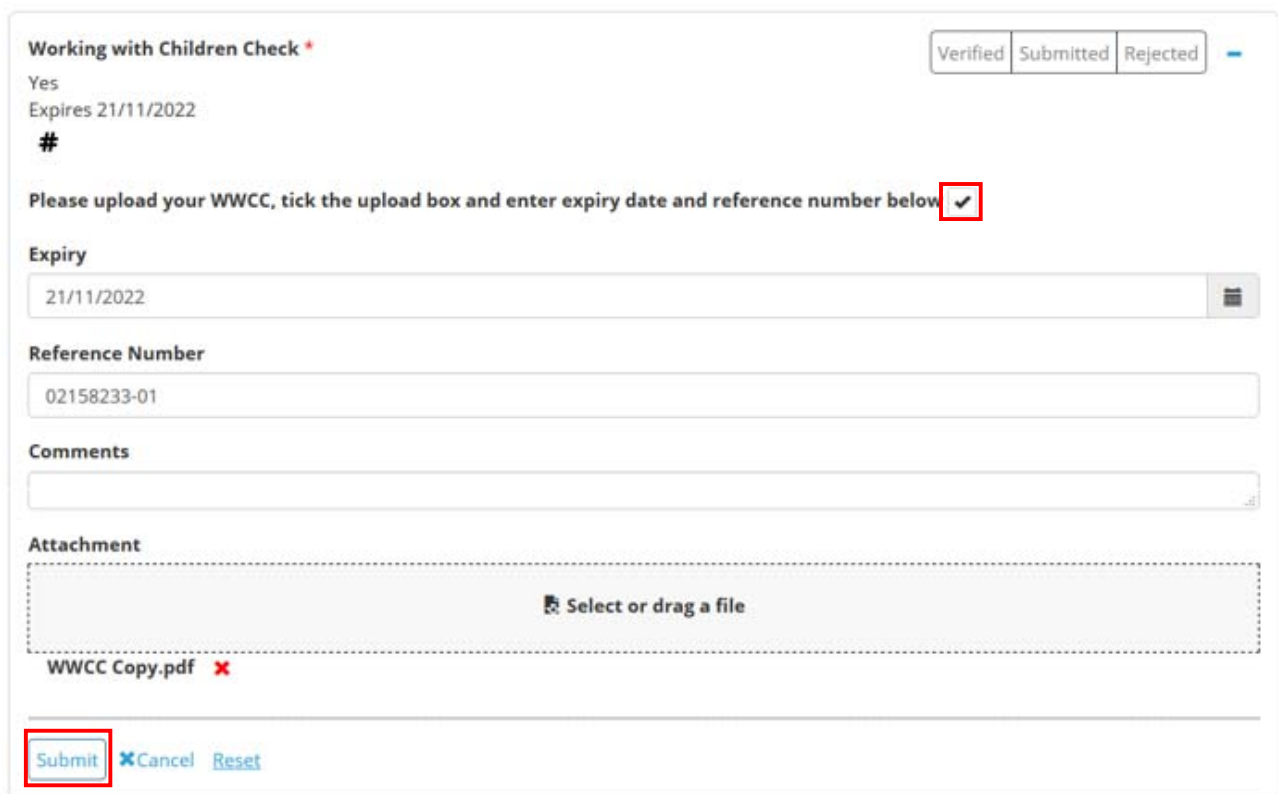
To upload, the size of your file must be less than 16MB.

1. Locate the applicable requirement and click the '+' symbol to expand:



Working with Children Check \* Verified Submitted Rejected **+**  
No

2. Enter any required details and upload your file. **IMPORTANT:** If you are uploading an attachment please ensure you tick the box shown in red below:



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 ✖  
**Submit** ✖Cancel Reset

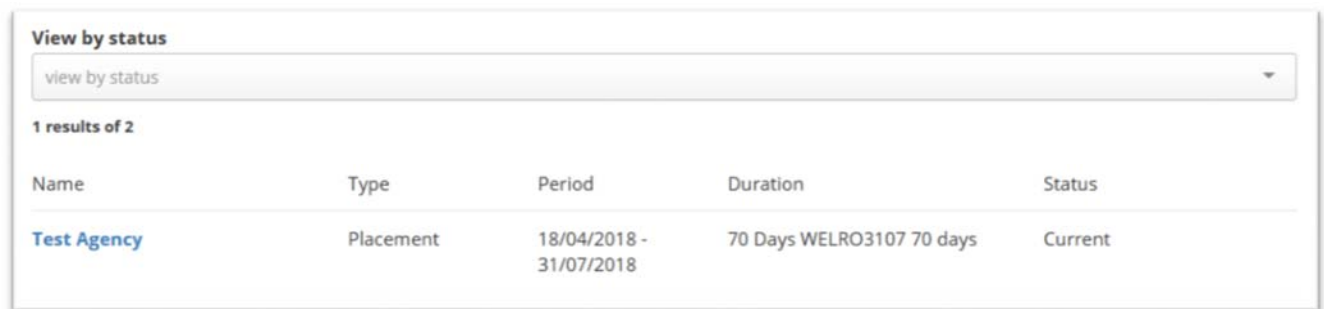
3. Click Submit. **NOTE:** only one file per requirement can be submitted, you cannot submit multiple pages as separate attachments.
4. Your submissions then need to be reviewed and verified by a placement administrator - so the verification will not happen immediately.

## 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.



The screenshot shows a web interface with a dropdown menu labeled "View by status" set to "view by status". Below the menu, it indicates "1 results of 2". A table displays the following data:

| 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, then use the tabs to navigate between placement information.

The tabs presented on the placement screen consist of:

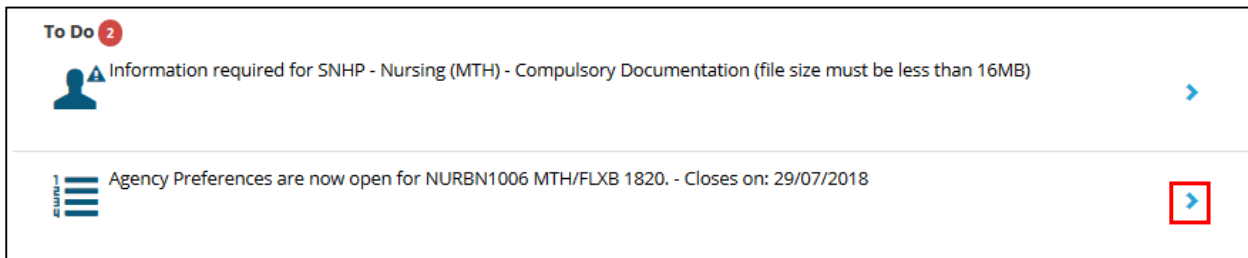
- **Details** – Shows agency contact information and allocated supervisors.
- **Schedule** – Presents each calendar day for the length of the placement with daily specific information **where set**. This is not used by all schools/sections.
- **Docs** – documents relevant to this particular placement.
- **Assessment** – if InPlace is used to capture feedback from your agency, the information will show here.
- **Carpool** – This function will only work where there is a schedule generated for you in InPlace. Most schools are not using this function. If they are, you can enrol to use the carpool function here, and other students who have signed up for carpool, and who are placed in your area, will show here.

## Agency Preferences (only applicable in some schools/sections)

Agency Preferencing allows you to select your order of preference for the available placement organisations.

The agencies that you can select and the ability to rank agencies are configured by the placement administrators. They will also set open and close dates for preferencing.

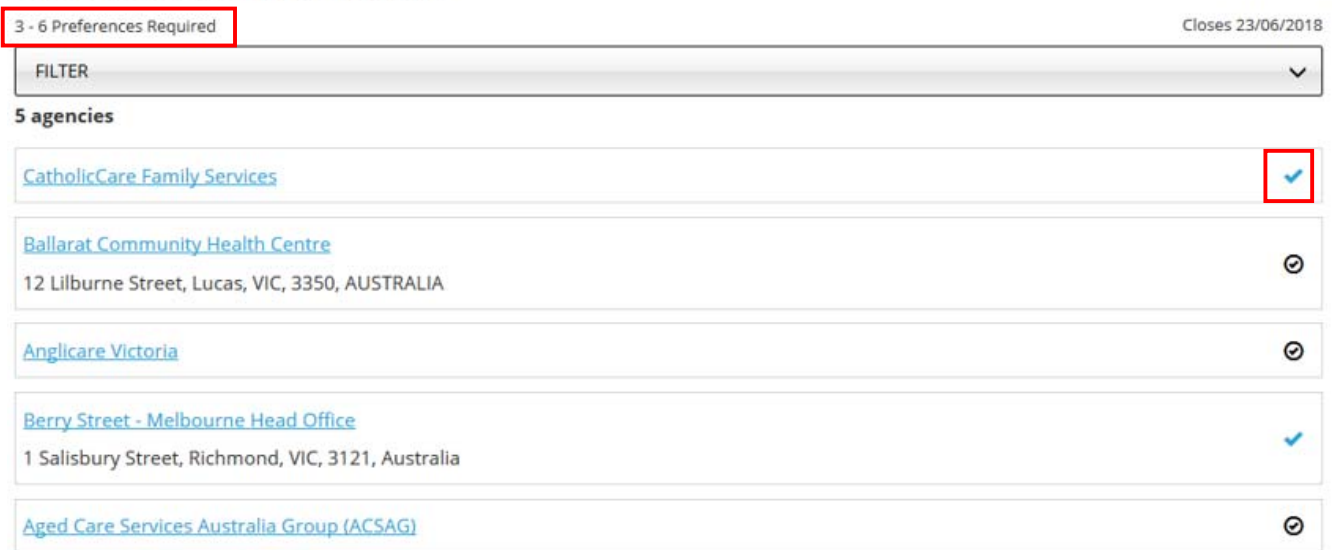
If a placement block requires agency preferences it will show on your 'To Do' list. The blue arrow shown below indicates they have not yet been submitted:



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 tick to select your preferred agencies. Selected agencies will change to a circled black tick.

[Home](#)

Select Preferences For MSWPG7208 BER 1820




4. Click the 'NEXT> Rank Preferences' button at the bottom of the screen.

5. Drag boxes to re-order the agencies and rank them by your preference.
6. Click on 'Submit preferences'

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

**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 to show that you have submitted your preferences:

**To Do** 1

Agency Preferences are now open for NURBN1006 MTH/FLXB 1820. - Closes on: 29/07/2018

✓

### ***Self-Placement submission (only applicable in some schools/sections)***

When you are enrolled in an applicable 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 (see example on next page).
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.

## Self-Placement submission screen:

### WELRO3107 CHLL/FLXG/ODL 1820

70 DAY WELRO3107 70 days

WELRO3107 70 days - 70 Days Required - 0 Days Filled

0%

#### Placement details

#### Duration

Experience

WELRO3107 70 days

Duration \* Unit

70

DAY



+Add another experience

#### Weekly placement roster

+Add another weekly shift pattern

#### Agency details

Agency name \*

Address

Post Code

#### Agency contact details

Given name \*

Business phone \*

Business email \*

Confirm email \*

#### Contacts

Contact person is the placement supervisor

Cancel

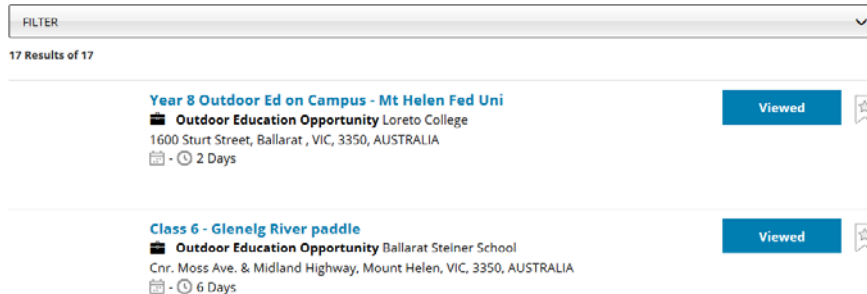
Save as draft

Submit



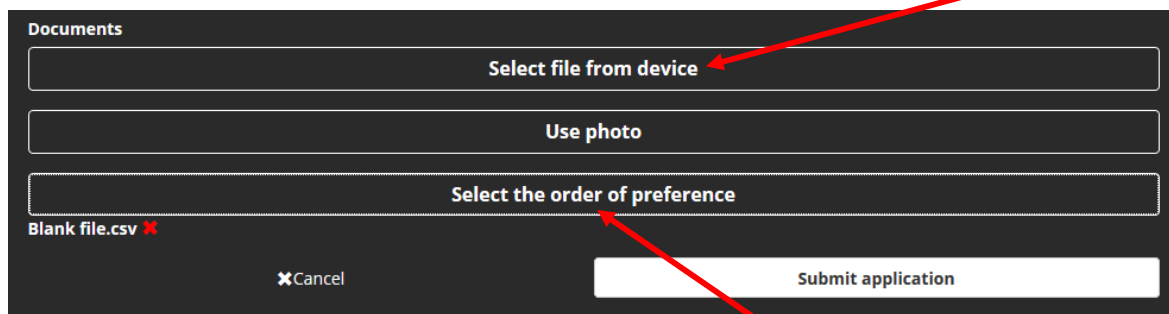
## Applying for Opportunities (only applicable in some schools/sections)

Some schools/sections will use the Opportunity module to advertise placements. You can access the opportunities from the 'Available' menu item:



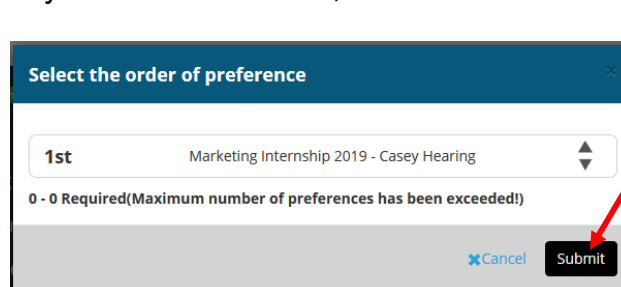
Click on any opportunity to view more information, such as dates and application requirements. From here, click on 'Apply Now' to register your interest.

After clicking 'Apply Now' you will need to upload any required documents (eg. your CV).



You may also be required to submit your order of preference. This will indicate which opportunity you are most interested in completing.

Click the button, and a pop up screen will allow you to move your applications to your order of preference. If you have only applied for one opportunity, you will only see one item in the box (shown below). Once your order is correct, click on the 'Submit' button.



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.

## ***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? Most students have reported issues with logging into InPlace through IE. If you are using IE try logging in via Google Chrome or Firefox. If you are already using Chrome or Firefox, try clearing your cache and cookies.

***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 16MB 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 this 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 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 the placement administrators in your School.