

Accessing InPlace

- Open Mozilla Firefox or Google Chrome and type in the following <u>InPlace</u> web address: <u>https://unisa-prod.inplace.com.au</u>
- Please note that InPlace is not optimised for Internet Explorer and Safari.

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Https://unisa-prod.inplace.com.au	
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Log in to InPlace

- Click the Staff and Students link and you will be directed to the log in screen.
- Enter your UniSA student username and password.

U	University of South Australia
University of	Type your UniSA username and password below.
South Australia	Username
Click Staff and Students link	Password
Staff and Students	Sign in
Jsemame Password Log in with your InPlace Account	Forgotten your password? Please see What you should do if you have forgotten your password?
Forgot your password?	If you wish to confirm the authenticity of this page, contact the Π Help Desk (08) 8302 5000.

- When you log in to InPlace for the first time you will need to accept the Terms and Conditions in order to use the system.
- If you have forgotten your password, you should click the Forgot your password? link or navigate to http://w3.unisa.edu.au/ists/new/all/passwords-access-security/faq/02.htm

Navigating to the My Details Page

The **My Details** page allows you to view your personal details, and see a full list of pre-placement requirements to be submitted.

- 1. Once logged in, you will be directed to your Home page.
- 2. The 'To Do' widget will outline if there are outstanding conditional evidence documents to be uploaded.



3. Clicking the Information required link or **>** icon will direct you to the **'My Details'** page.



3.1. You can also access student details by selecting the icon next to your username at the top right of the menu.

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Home	Confirmed	Available	Requirements	Calendar	Shared Documents	StudentCPU

3.2. Click your username to open the menu



3.3. Click the My Details ¹ icon, this will also navigate you to the 'My Details' page.

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Details					Scroll down to vie Condition	ew pre-placement al Evidence
Univer Student Contact Email Co Chang	rsity of South Au Code Number ontact e Password	ال المعالمة معالمة معالمة معالمة معالمة معالمة م معالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة معالمة معالمة معالمة مع معالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة معالمة معالمة معالمة معالمة معالمة معالمة	ew your personal details		@myn	nail.unisa.edu.au
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Option	nal Information			[Click to open the Optional Information requests	5 🗸

- Scroll down to navigate to the Compulsory Placement Requirements, Additional Placement Requirements, or Optional Information sections.
- 5. Click the \checkmark icon to open the Requirement view.

*Note file upload size should not exceed 5MB.



Submitting Your Conditional Evidence

1. Navigate to the **My Details** page and click the \checkmark icon to open each of the requirement view drop-down menu.

Compulsory Placement Requirements - Nursing Requirements for All Placements	Click the arrow to extend the drop-down menu
Child Related Employment Screening * <2 Lists Requirement Name	Verified Submitted Rejected +
VP Employment Screening-Not required from 31 Dec17 *	Lists if Submitted, Verified or Rejected
30/12/2015 Expires 29/12/2018 # Document Successfully Uploaded	Verified Submitted Rejected +
AC Employment Screening-Not Required from 31 Dec17 *	
Expired 20/03/2017 Lists expiry date Lists Reference Number	Verified Submitted Rejected

2. Click the + icon, to open the window allowing you to view the requirements for that item.

National Ballier charle (NBC) é		
National Police Check (NPC) ~	Click + to submit your Conditional Evidence	+

3. Ensure that you accurately complete the required criteria based on your current certificates using the steps below.

National Police Check (NPC)	*			
31/08/2017				
Expires 30/08/2020			Verified Submitted Rejected	-
₽ #				
Please enter date of clearan	ce			
31/08/2017 2 Enter t	ie issue date as per certificate (d/mm/yyyy)			
Expiry				
30/08/2020 3 Enter t	1e expiry date as per certificate (d/mm/yyyy)			
Reference Number				
IND-20170831-001SA 4	Enter the reference number as per certificat	e		
Comments				
HEALTH/AGED CARE UNI PL	ACEMENT 5 Enter any comments regardir	ng your certificate		
				10
Atachment 6	Jick Select or Drag a file to upload your certificat	ie		
	🐯 Select or drag a	a file		
npc.pdf × 7 Click X t	o delete your uploaded file			
8 Remember to click Sut	mit			
Submit XCancel <u>Reset</u>				



4. Click the "Select or drag a file" button to locate your file to be uploaded. You can also drag your file from your desktop directly into InPlace.



- The file name will be listed underneath Select or drag a file" section when it is has been uploaded.
- Click the **"X"** button if you want to remove the document and upload an alternative file.
- 5. Click the "Submit" button to complete the requirement, the following pop-up will alert you if you have been successful and return to the My Details page.

Successfully saved extended attribute item

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South Australia

6. The verified bar will be automatically set to **blue** and 'Submitted' until it is verified by Clinical Placement Unit (CPU) administrative staff. Please allow **two business days** for your documents to be verified.

National Police Check (NPC) *	
31/08/2017 Expires 30/08/2020	Verified Submitted Rejected
₽ # Ø	

- You will know that your file has uploaded successfully as a paperclip icon Ø displays. Clicking the icon will download your document. If you experience issues uploading your file, it could be that your document is too large; that is, it exceeds 5MB. Reduce the size of your file and try again.
- Some conditional evidence requirements; for i.e. Medical Calculations are read-only. This means that you cannot upload a document or make changes to a requirement.

Compulsory Placement Requirements - Nursing		^
Requirements for All Placements		
Child Related Employment Screening *	Verified Submitted Rejected	+
VP Employment Screening-Not required from 31 Dec17 *		
30/12/2015 Expires 29/12/2018	Verified Submitted Rejected	+
# Ø		
AC Employment Screening-Not Required from 31 Dec17 * 21/03/2016 Expires 20/03/2019 # Ø	Verified Submitted Rejected	+
Medication Calculations 3 Yes		
Expires 8/01/2018		
Medication Calculations 3		
Ves Unable to select from drop-down menu		
Expiry 8/01/2018 Cursor changes		
Submit Cancel Reset		

Once verified, the status bar will turn Green and 'Verified', or Red and 'Rejected' if not accepted.



Understanding the Conditional Evidence Verification Process

Once you upload compulsory conditional evidence, it will need to be verified by the CPU. InPlace automatically notifies the CPU of your upload. Please allow **two business days** for your documents to be verified.

It is your responsibility to ensure your documents are verified and have not been rejected. Please read the **Verification Comments** section on the home screen, which will outline why your document has been rejected.

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The initial unload of a document will appear as blue status har. InPlace will automatically set the status to 'Submitt	ed'
neaning the document is awaiting verification by the CPU Office.	cu
AC Employment Screening-Not Required from 31 Dec17 *	
21/03/2016	
Expires 20/03/2019 Verified Submitted Rejected	•
# Ø	
Approved Upload	
f your document is approved the verified status bar will be set to 'Verified' and turn green . The student requires	no
urther action.	
VP Employment Screening-Not required from 31 Dec17 *	
30/12/2015	
Expires 29/12/2018 Verified Submitted Rejected	
# Ø	
Rejected Upload	
f your document has not met the requirement standards, or you have failed to attach the appropria	
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Table 1: Outlines the various verification status and processes