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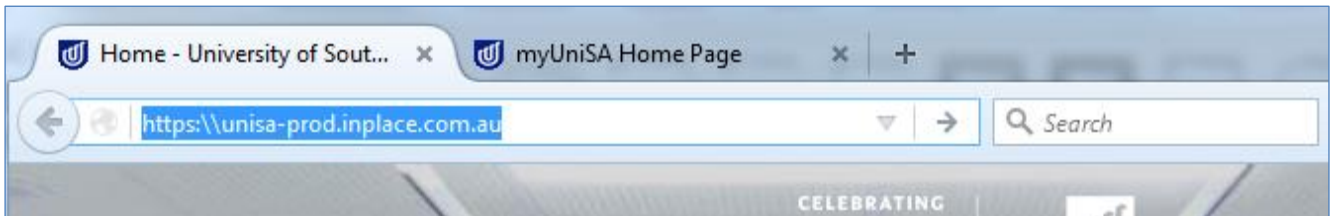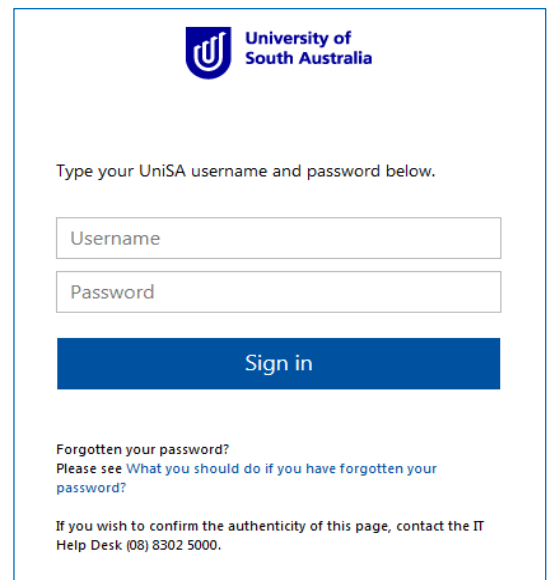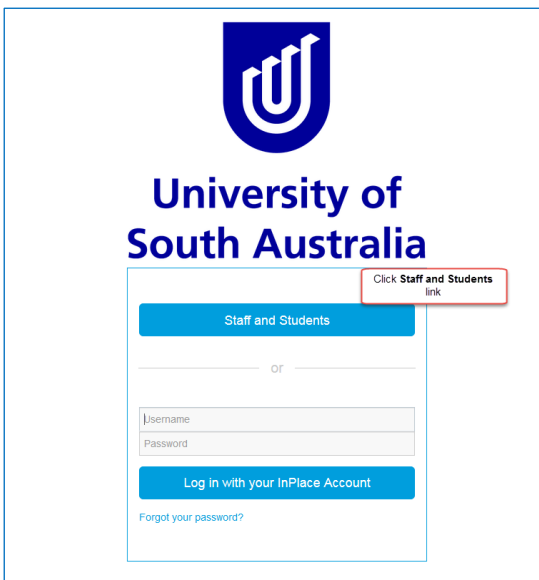
- Open Mozilla Firefox or Google Chrome and type in the following InPlace web address:
  https:\\unisa-prod.inplace.com.au
- Please note that InPlace is not optimised for Internet Explorer and Safari.

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.

- 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

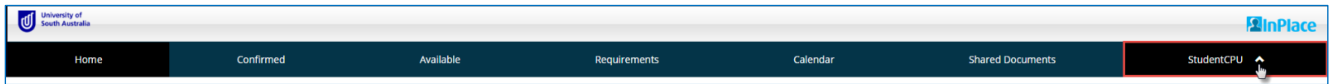## Navigating to the My Details Page

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.
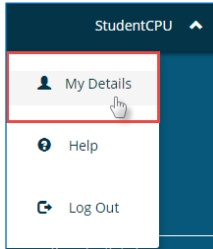2. The '**To Do**' widget will outline if there are outstanding conditional evidence documents to be uploaded.
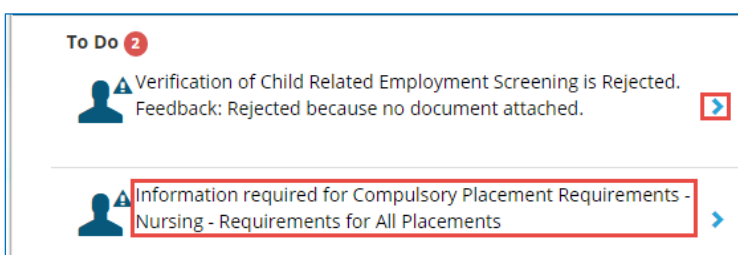
3. Clicking the Information required link or ❯ icon will direct you to the '**My Details**' page.

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

3.2. Click your username to open the menu

3.3. Click the My Details 👤 icon, this will also navigate you to the 'My Details' page.
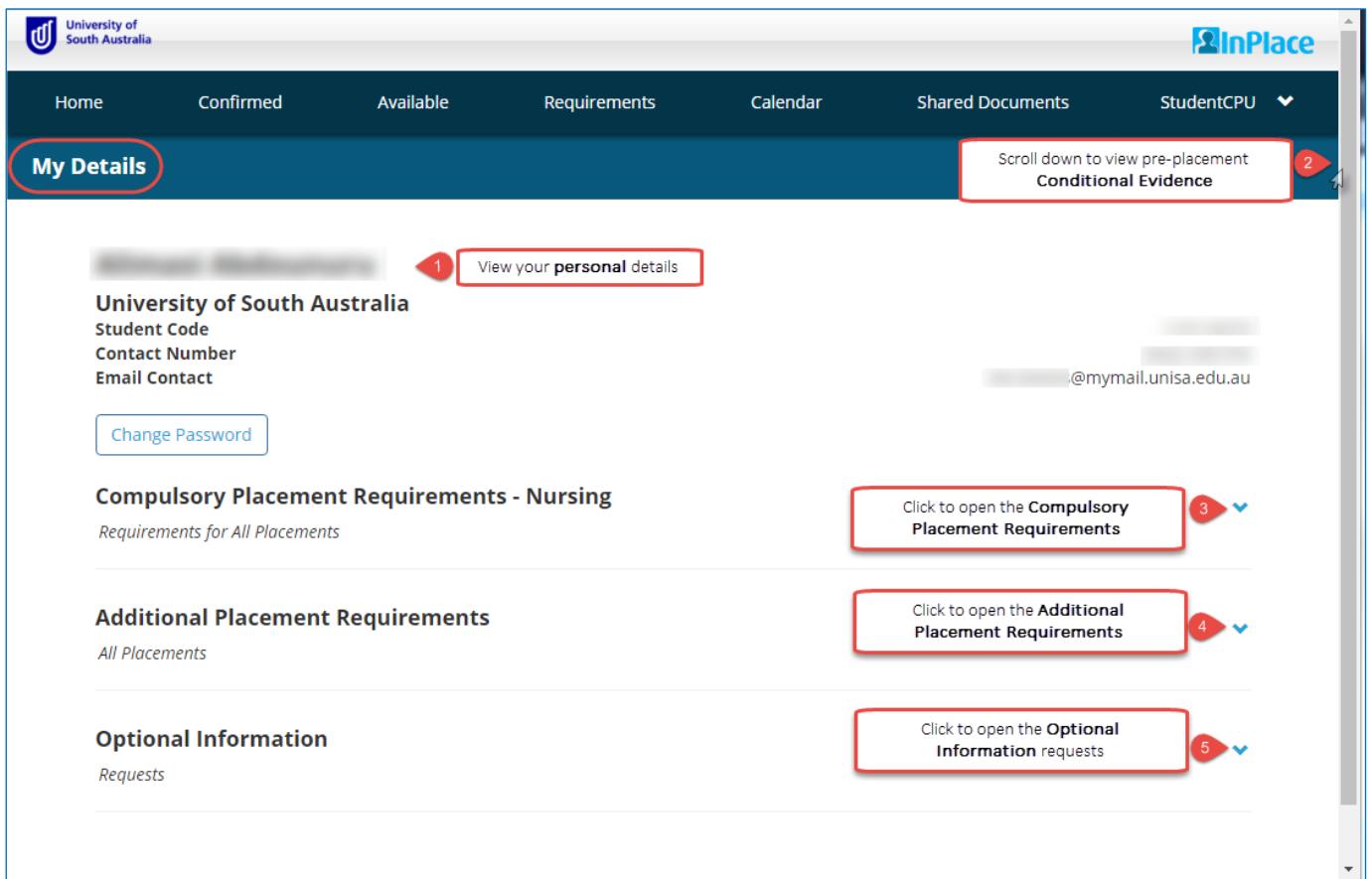
4. Scroll down to navigate to the **Compulsory Placement Requirements, Additional Placement Requirements,** or **Optional Information** sections.

5. Click the 🔽 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 ⌄ 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 — 1

Child Related Employment Screening * — 2 Lists Requirement Name

7 → Verified | Submitted | **Rejected** | +

Lists if Submitted, Verified or Rejected

VP Employment Screening-Not required from 31 Dec17 *
30/12/2015 — 3 Lists criteria value e.g. issue & expiry date, Yes/No
Expires 29/12/2018

Verified | Submitted | Rejected | +

📎 — 4 Document Successfully Uploaded

AC Employment Screening-Not Required from 31 Dec17 *
21/03/2016
Expired 20/03/2017 — 5 Lists expiry date

Verified | **Submitted** | Rejected | +

— 6 Lists Reference Number

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

National Police Check (NPC) *

Click ➕ to submit your Conditional Evidence — 1 ➕

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 clearance

31/08/2017 — 2 Enter the **issue date** as per certificate (d/mm/yyyy) 📅

Expiry

30/08/2020 — 3 Enter the **expiry date** as per certificate (d/mm/yyyy) 📅

Reference Number

IND-20170831-001SA — 4 Enter the **reference number** as per certificate

Comments

HEALTH/AGED CARE UNI PLACEMENT — 5 Enter any **comments** regarding your certificate
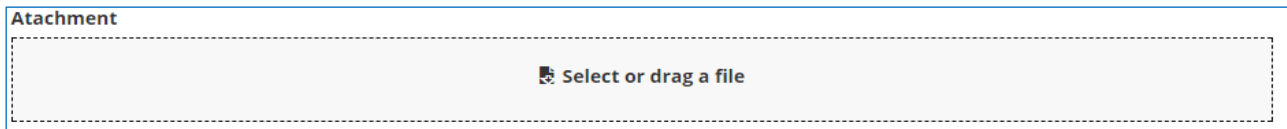
Atachment — 6 Click **Select** or **Drag a file** to **upload** your certificate

🖹 Select or drag a file

**npc.pdf** ✖ — 7 Click **X** to delete your uploaded file

— 8 Remember to click **Submit**

Submit ✖Cancel Reset

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.

Atachment

📥 Select or drag a file

- The file name will be listed underneath Select or drag a file" section when it is has been uploaded.

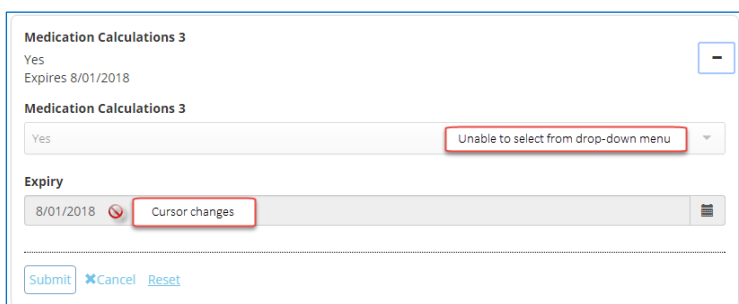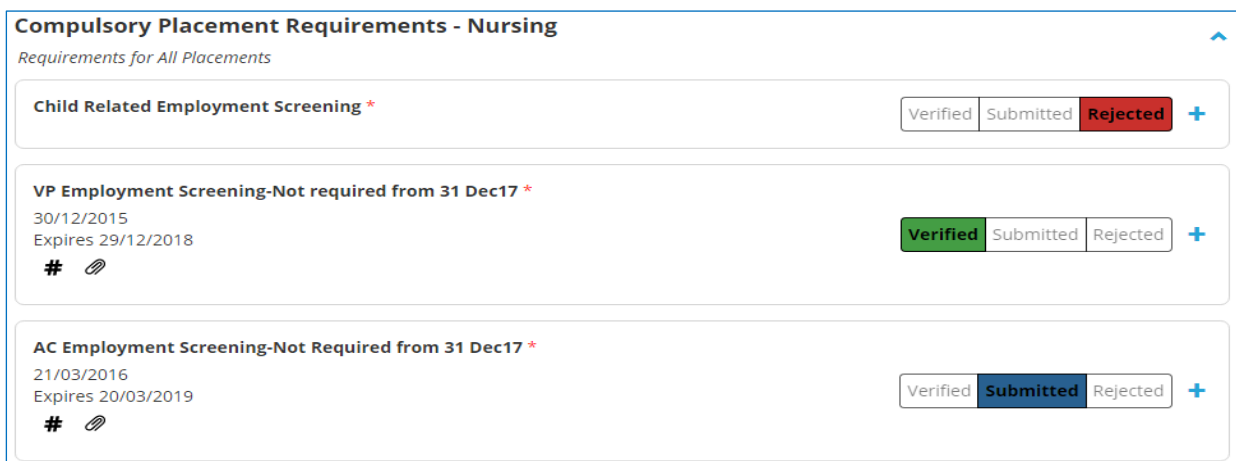- Click the **"X"** button if you want to remove the document and upload an alternative file.

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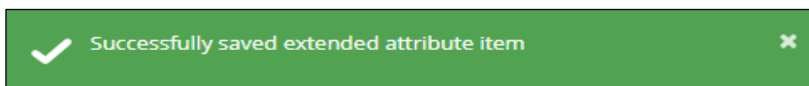
6. The verified bar will be automatically set to **blue** and '**Submitted**' until it is verified by Clinical Placement Unit (CPU) administrative staff. Please allow **two business days** for your documents to be verified.

National Police Check (NPC) *
31/08/2017
Expires 30/08/2020

💬 # 📎 | Verified | **Submitted** | Rejected | ➕
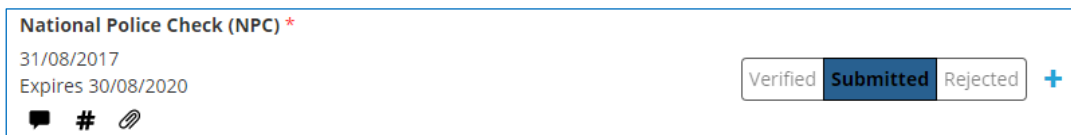
- You will know that your file has uploaded successfully as a paperclip icon 📎 displays. Clicking the icon will download your document. If you experience issues uploading your file, it could be that your document is too large; that is, it exceeds 5MB. Reduce the size of your file and try again.

- 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 | ➕

AC Employment Screening-Not Required from 31 Dec17 *
21/03/2016
Expires 20/03/2019
📎 | Verified | **Submitted** | Rejected | ➕

Medication Calculations 3
Yes
Expires 8/01/2018   −

Medication Calculations 3

Yes | 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.

Initial Upload

The initial upload of a document will appear as **blue** status bar. InPlace will automatically set the status to 'Submitted' meaning the document is awaiting verification by the CPU Office.

AC Employment Screening-Not Required from 31 Dec17 *
21/03/2016
Expires 20/03/2019
\# 📎 | Verified | **Submitted** | Rejected | +

Approved Upload

If your document is approved the verified status bar will be set to 'Verified' and turn **green**. The student requires no further action.

VP Employment Screening-Not required from 31 Dec17 *
30/12/2015
Expires 29/12/2018
\# 📎 | **Verified** | Submitted | Rejected | +

Rejected Upload

If your document has not met the requirement standards, or you have failed to attach the appropriate documentation, the verified status bar will be set to 'Rejected' and turn **red**.

You are required to note and action the CPU comment 'Verification Comments' provided in the home screen.

Child Related Employment Screening * | Verified | Submitted | **Rejected** | +

Home Screen – To Do – Verification Rejected

Once you log into InPlace the 'To Do' widget will alert students when their upload does not meet the appropriate requirement. You are required to action the 'Verification Feedback' provided by the CPU.

⚠ Verification of Child Related Employment Screening is Rejected. Feedback: Rejected because no document attached.
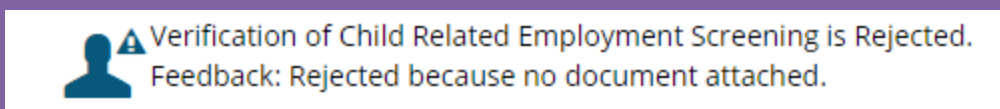
Home Screen – To Do – Placement Requirements Required

Once you log into InPlace the 'To Do' widget will alert students that there are outstanding placement requirements that require action.

⚠ Information required for Compulsory Placement Requirements - Nursing - Requirements for All Placements ❯
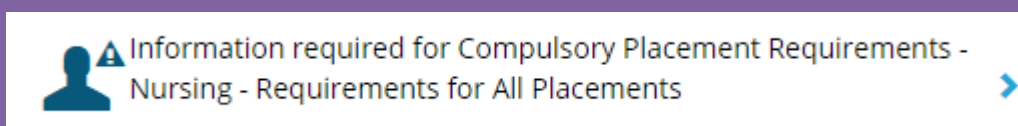
Table 1: Outlines the various verification status and processes