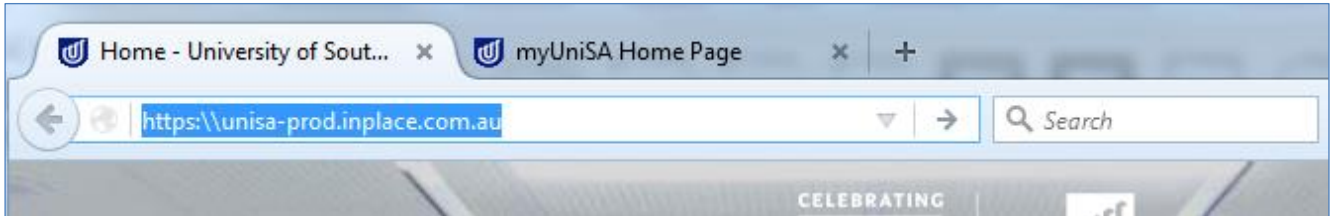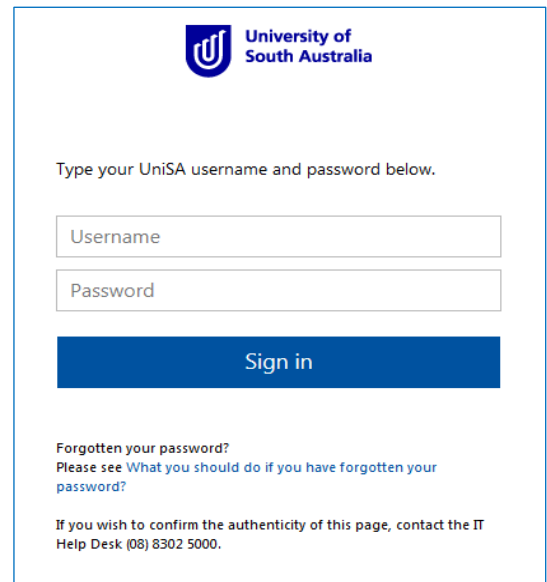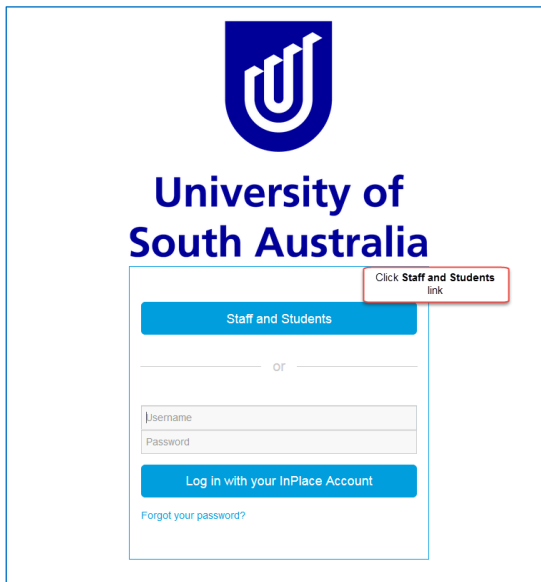## Accessing InPlace

- 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.

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

Submitting Preferences

1. Once logged in, you will be directed to your 'Home' page.
2. Navigate to the 'To Do' widget, this will display a notification that preferencing is open and it will prompt you to submit your preferences.
3. Click the Agency Preferences link or ❯ icon to submit your preference, you will be directed to the 'Agency Preference' page.
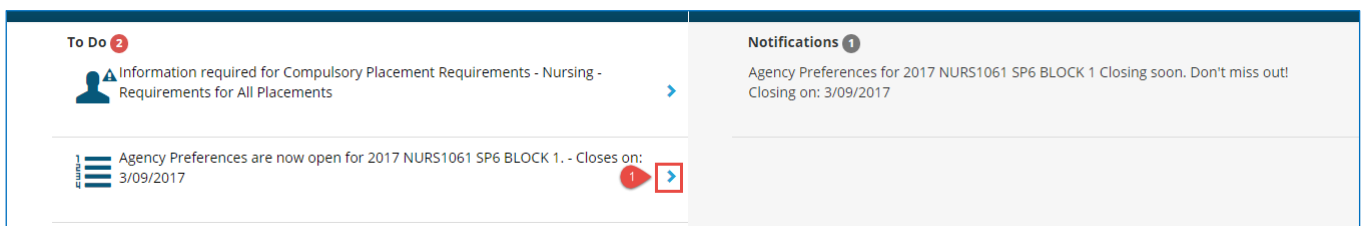
4. Under your Placement Block Name, you will see the number of preference choices you are required to submit.

5. Use the scroll bar to navigate through the list of available agencies or search using the filter function.

6. To select an agency click the ✔ icon, this will change your selection to ⊘ indicating that you have preferenced an agency.


7. You can use the filter tool to make searching for available agencies easier.

8. Once you are happy with your selected agencies, and have reached the maximum number of preferences click the **"NEXT> Rank preferences"** button to order your preferences.


▪ If you do not reach the maximum number of preferences, you will be unable to click the **"NEXT> Rank preferences"** button to order your preferences.

Click the **"NEXT> Rank preferences"** button to navigate to the "Order of Preference" page.

9. Use the ▲▼ icon to drag your preferences into the chosen order.
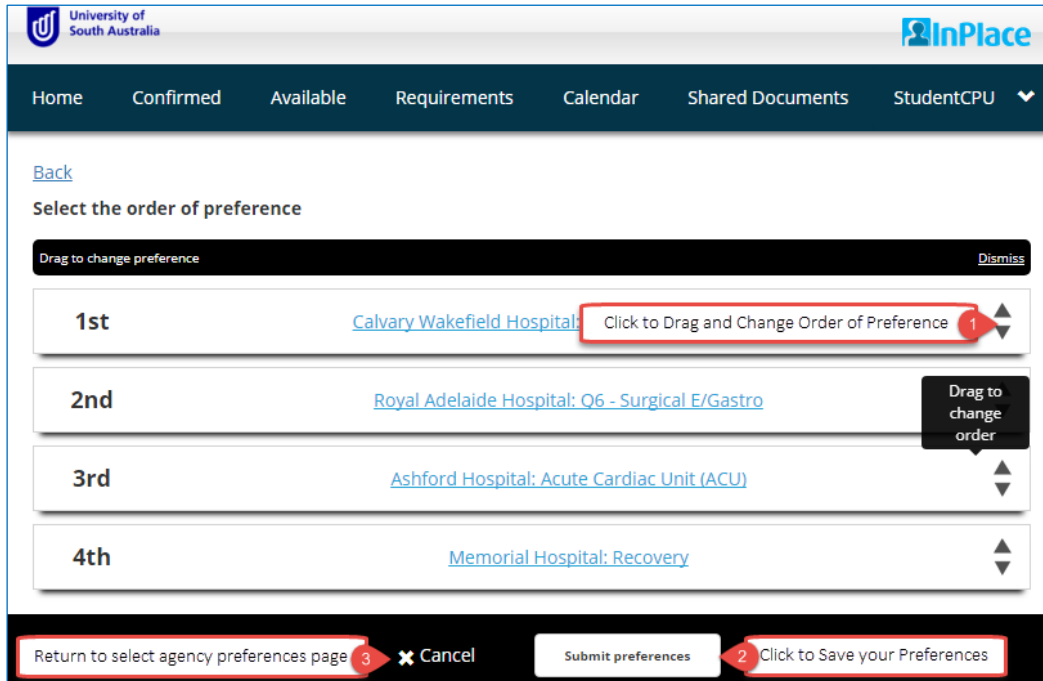
10. Once you have finalised your preference selection, click the **'Submit preferences'** button, the pop-up below will display at the top of the screen when you have successfully saved your preferences.
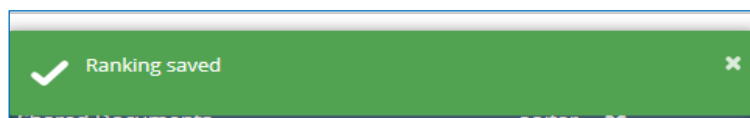
How to Change your Placement Preferences

During the preferencing period you can still log in to make changes. Once the preference period closes, you will no longer be able to view your agency preferences. If you want to keep a record of submitted preferences - take a screenshot or write them down.

- ▪ Login to InPlace and return to the **'Home'** page
- ▪ Navigate to the **'To Do'** widget, this will now display an ✔ icon rather than an ❯ icon to denote that preferences have been submitted
- ▪ Click the Agency Preferences link or ✔ icon to resubmit your preference
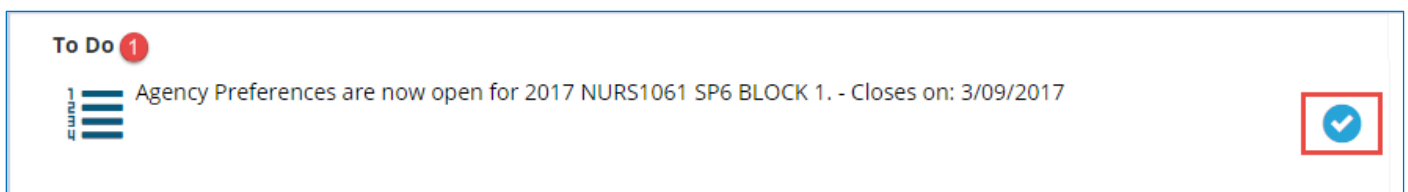
Congratulations, you have now submitted your agency preferences. Due to the complexity of this process, there are no guarantees that you will receive your agency preferences during the allocation process.

The allocation process is complex and factors in many variables. For example academic program requirements, mix of placement opportunities and specific site requirements. Therefore, Student preferencing is just one of the many variables considered when allocating students to agencies for clinical placement.