

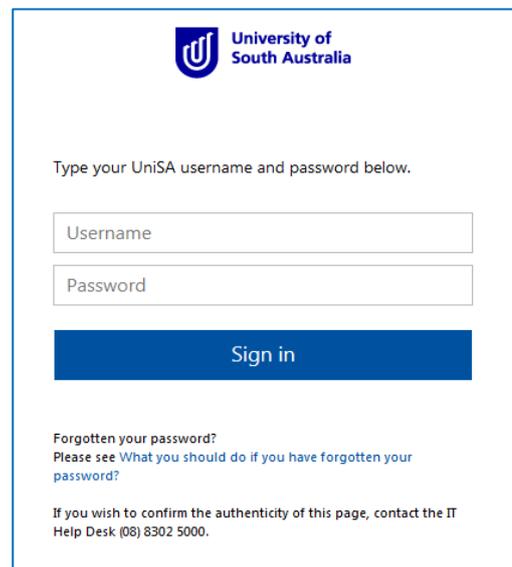
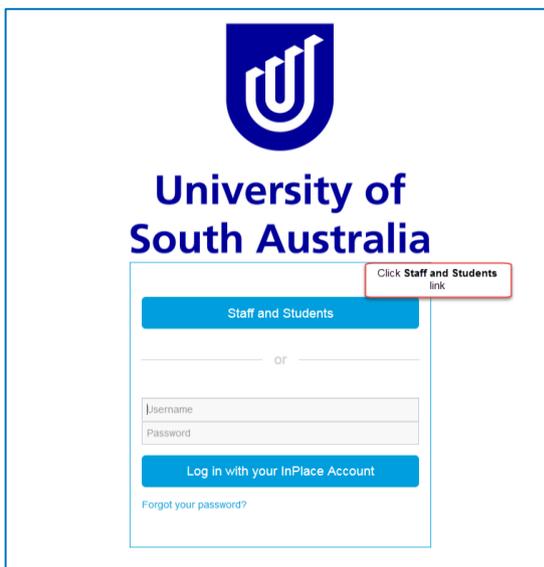
Accessing InPlace

- Open Mozilla Firefox or Google Chrome and type in the following [InPlace](https://unisa-prod.inplace.com.au) 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?](http://w3.unisa.edu.au/ists/new/all/passwords-access-security/faq/02.htm) link or navigate to <http://w3.unisa.edu.au/ists/new/all/passwords-access-security/faq/02.htm>

Viewing Your Placement Allocation

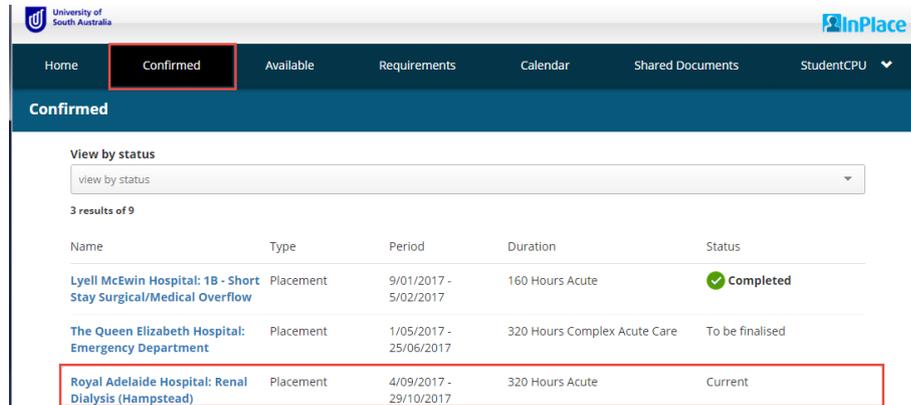
- Once logged in, you will be directed to your InPlace 'Home' page.
- If you have met all of your pre-placement conditions you will see your upcoming placement confirmed on your home page.



- To view all your placements, click the 'view All Confirmed' button, to display details of your confirmed upcoming placement.



- Alternatively, click the 'Confirmed' tab from the menu and locate the status 'current'.



Note: If you have not met all of your pre-placement conditional evidence requirements, you will not be able to view your allocated placement site.

Viewing Your Placement Details

- Once logged in, you will be directed to the 'Home' page.
- Click the name of your allocated venue.



- The system will navigate you to your placement details page.

Viewing Your Clinical Facilitator Details

On your confirmed placement page, there is a greyed out area that will display **Supervisor** details. This area will be populated with supervisor information when a Clinical Facilitator/Supervisor has been assigned to you. Please check this area **two weeks** prior to your placement start-date to obtain this information.

Agency Address

Agency Phone

Contacts

Supervisor
@sa.gov.au

Comments

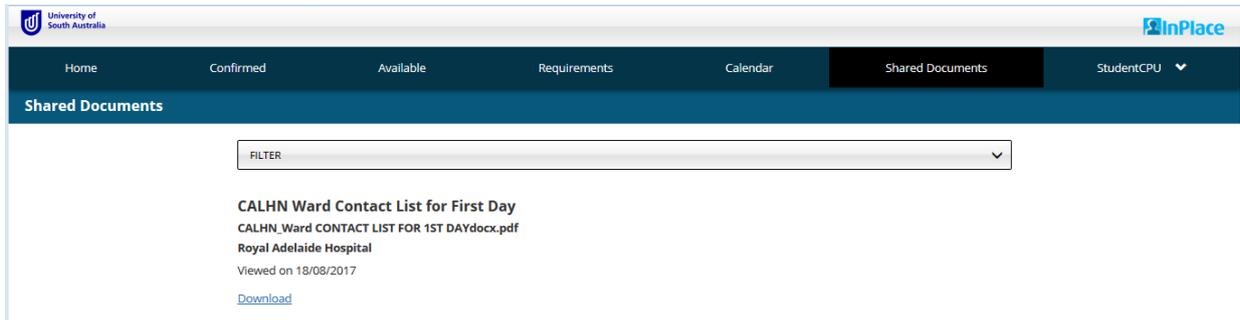
Read and action the NURSING STUDENT CLINICAL PLACEMENT CALHN ONLINE ORIENTATION - this can be found on InPlace Notes/Docs. Students can obtain their first-day start-time and ward contact details once they have obtained access to the CALHN online orientation portal. Your access to the CALHN system will be enabled two weeks prior to your placement. The Learning Central website is located at <https://learningcentral.org.au>.

Viewing Shared Documents - Pre-Placement Venue Requirements

Please check the 'Shared Documents' tab to access venue specific documents or additional requirements that you may need to be meet prior to your placement. First day orientation details may also be stored here. To view shared documents follow the steps below and ensure that you are proactive about completing additional pre-placement requirements, where applicable. Student conditional evidence documents can also be accessed from this area.

Note* Not all venues have shared documents.

- To action specific Pre-Placement venue documentation, you should navigate to 'Shared Documents'.



- Click the **Download** link to read and action each of the (agency) shared documents.

Note* Students that do not action the pre-placement venue requirements may have their placement cancelled by the venue.

How to submit a Variation to Placement Request

If you have a valid reason for requesting an alternative placement that meets the Clinical Placement Unit policy, you can submit a Post Allocation **Variation to Placement (VTP) Request** form by following the instructions provided below.

- Click your **username**, on the top right hand side, to open the menu
- Click the My Details  icon
- Scroll down to the 'Optional Information Requests' section
- Click the  icon to open the drop-down menu

Optional Information

Requests

- Click the  icon, to open the window allowing you to submit your **Variation Request**. Cut and paste the URL into a web browser to access the CPU Variation to Placement form. Complete the form and scan it along with supporting evidence and then save to your device.
- Select a VTP reason from the dropdown list

- Upload your variation to placement form and supporting evidence file. Students will be advised by a member of the CPU Office team the outcome of their variation to placement (VTP) request, approximately five days after the window for VTP submission has closed.

If you have a specific placement query direct your enquiry to the CPU Office, CPUOffice@unisa.edu.au. If you are experiencing technical issues using your InPlace account, please contact the [IT Helpdesk](#) or phone 8302 5000.