



User Guide

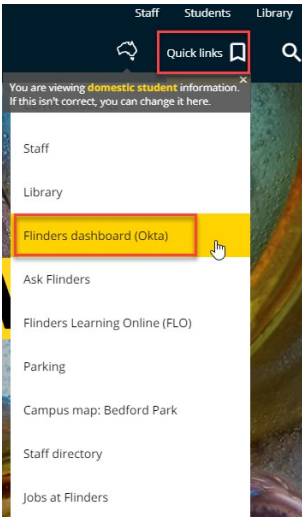

Student Guide to InPlace

For further information or to update this document contact:
InPlace Project Team

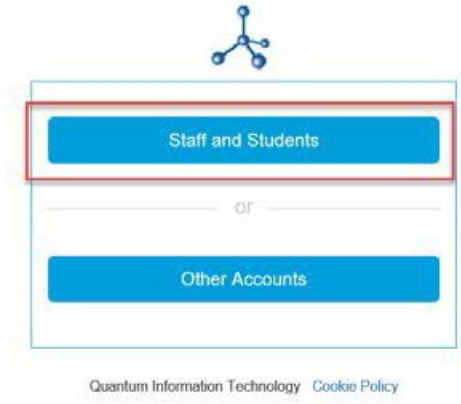
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Step 1: Navigate to InPlace

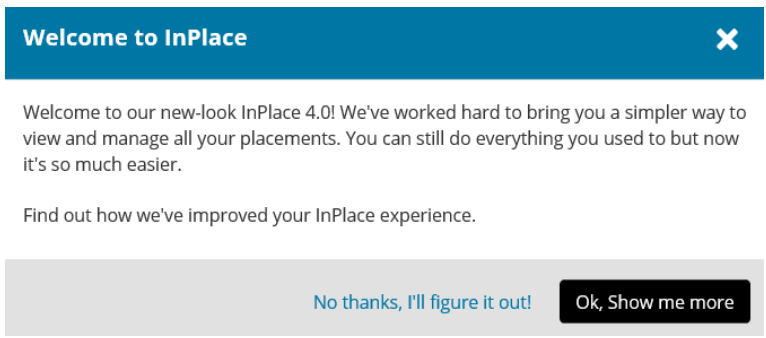
Action	Details
<p>InPlace can be reached via Okta. To find Okta, go to www.flinders.edu.au and click Quick links on the top right hand corner of the home page. Select Flinders dashboard (Okta).</p>	
<p>Search your Okta for the InPlace Application.</p>	

Step 2: Log on to InPlace

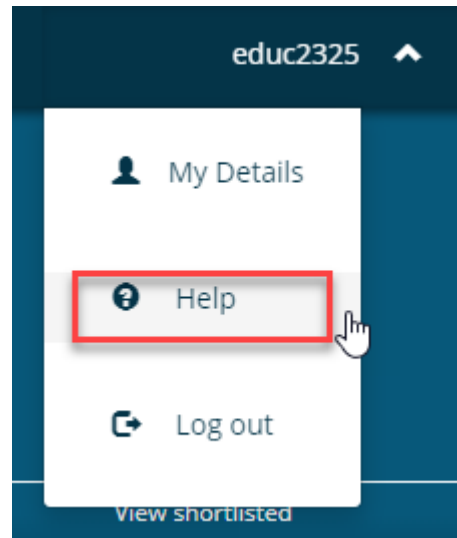
Action	Details
<p>To log on to InPlace click Staff and Students.</p>	

The first time you log on to InPlace you will see the following message.

You may choose to run through the online tutorial by clicking 'Ok, Show me more', or you can skip this by clicking 'No thanks, I'll figure it out!'.



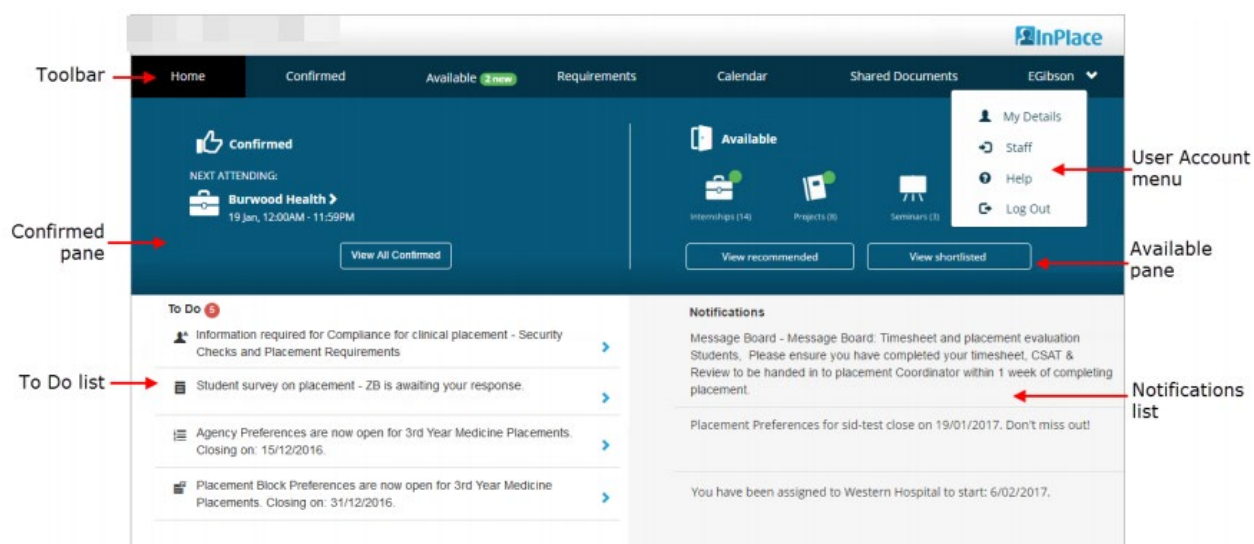
Please note: the online help is available at any time by clicking on **Help** in the user access menu.



Step 3: Home Page Overview

Action	Details
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Your Home page is the first page you see when you log in. It gives you a quick access to all your placement details, tasks and notifications.



Toolbar:

Home: click to return to the Home page.

Confirmed: click to view all your placement and confirmed opportunities. From here you can access placement details, your schedule, related documents and the carpool feature.

Available: click to view a list of all opportunities that are available to apply for.

Requirements: click to view your full program of placement requirements.

Calendar: click to open your calendar.

Shared Documents: click to view all documents available to you.

'YourUsername': click to view the User Account menu.

Confirmed pane: displays your next upcoming placement. Click **View All Confirmed** to open the Confirmed page.

Available pane: displays what types of opportunities are currently available.

To Do list: displays a list of tasks you need to acknowledge, review or action. Click any task to open the relevant page and then complete whatever work is required. Once complete the task will disappear from the list.

Notifications list: displays information that you need to read but don't need to action. Notifications disappear from the list after 15 days.

Mobile Device:

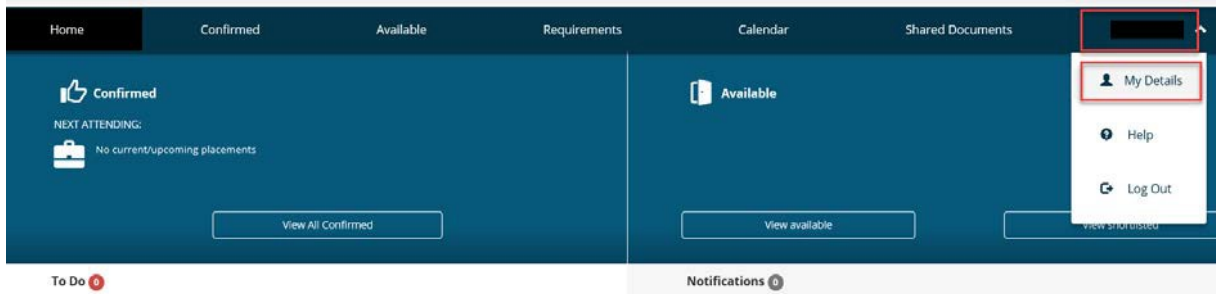
The home page looks a bit different on a mobile device but all the same information is available.



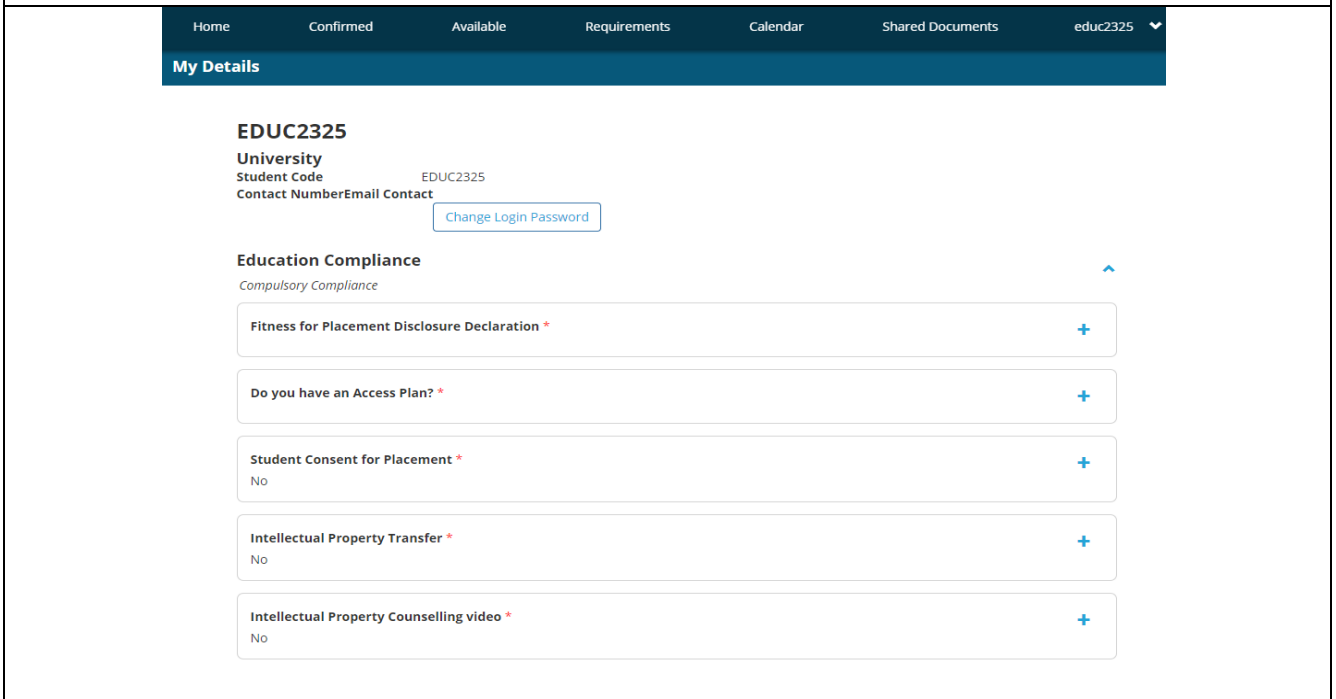
Step 4: How to view the My Details window

Action	Details
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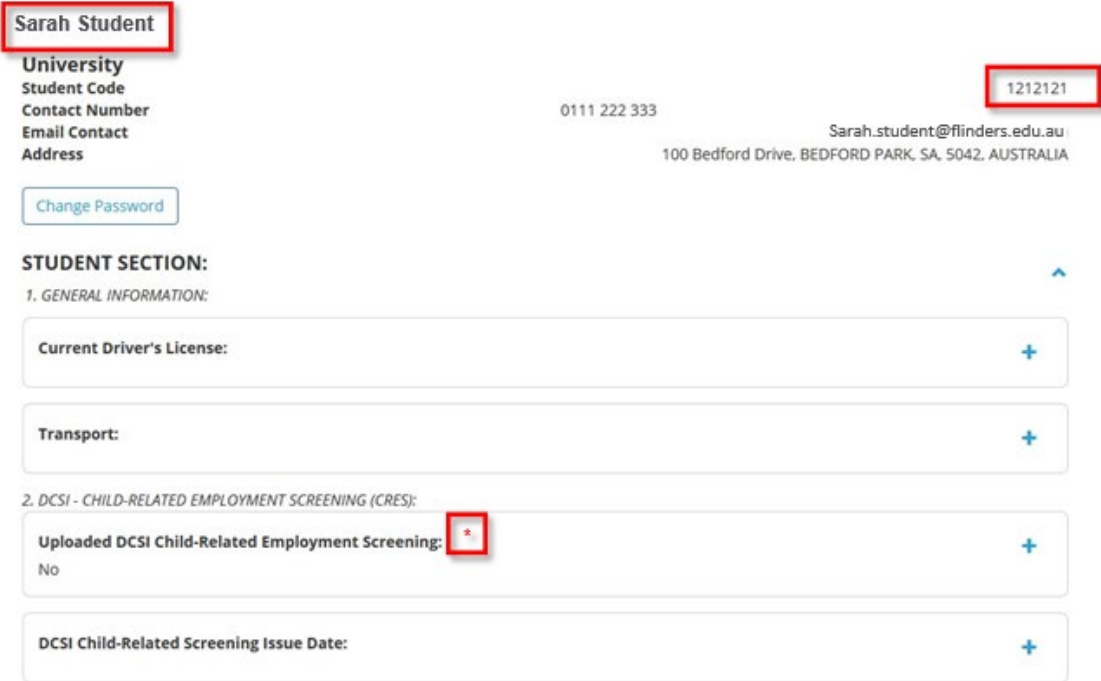

Click on your **username** in the top menu bar to open the **User Access Menu**, then click **My Details**



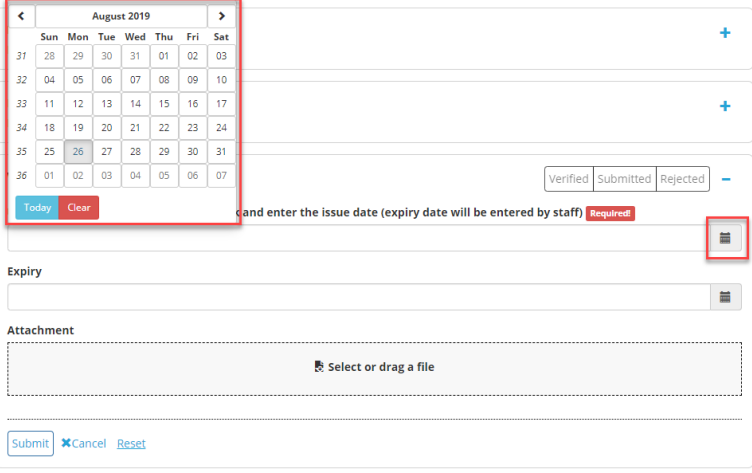
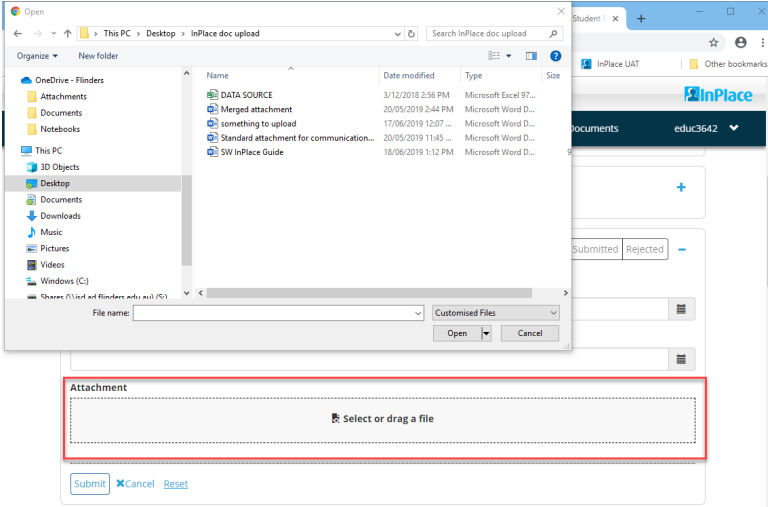
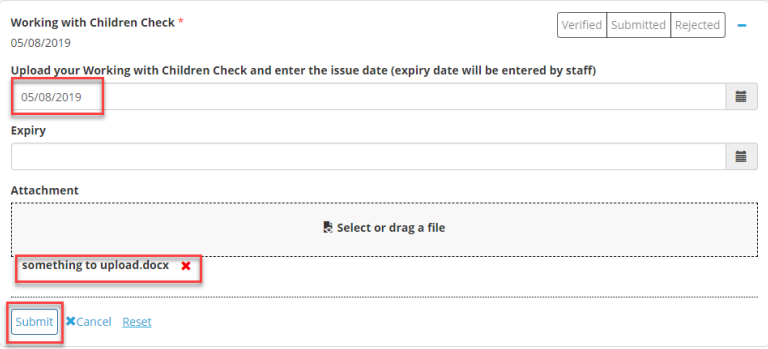
The **My Details** window displays your personal details such as name, student ID, and phone number. This page also displays your compliance requirements.




Step 5: Completing Compliance Requirements

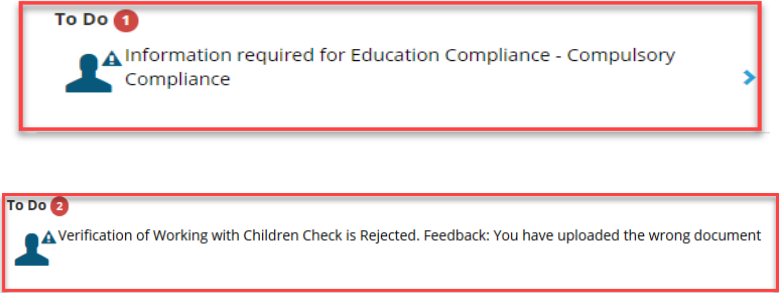
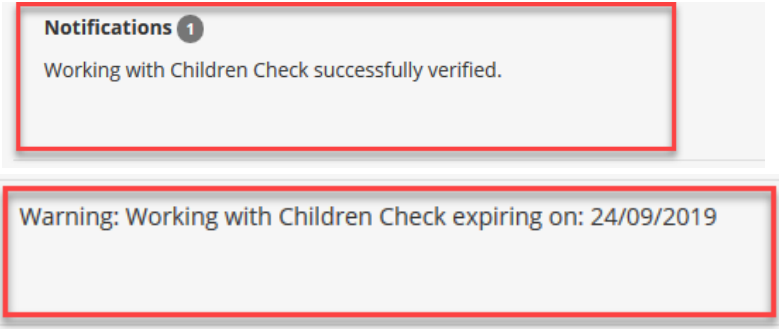
Action	Details
	<p>Your compliance requirements will vary depending on the course you are enrolled in and the steps may be different to those shown here.</p> <p>You will be required to complete some pre-placement compliance requirements via InPlace. This may include reading and acknowledging some information, adding dates of training, or adding documents.</p>
	 <p>Sarah Student</p> <p>University Student Code Contact Number 0111 222 333 Email Contact Sarah.student@flinders.edu.au Address 100 Bedford Drive, BEDFORD PARK, SA, 5042, AUSTRALIA</p> <p>1212121</p> <p>Change Password</p> <p>STUDENT SECTION:</p> <p>1. GENERAL INFORMATION:</p> <p>Current Driver's License: +</p> <p>Transport: +</p> <p>2. DCSI - CHILD-RELATED EMPLOYMENT SCREENING (CRES):</p> <p>Uploaded DCSI Child-Related Employment Screening: * + No</p> <p>DCSI Child-Related Screening Issue Date: +</p>
<p>You can view each of your compliance steps and previously uploaded documents by clicking on the (+) sign next to each step. This will expand each section.</p>	
<p>NOTE: you must ensure you answer every step where you see a *.</p>	

Step 5a: Adding Compliance Documents

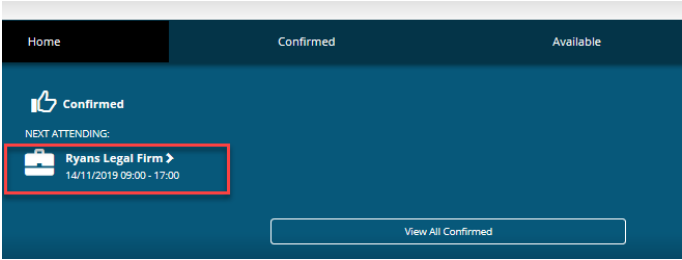
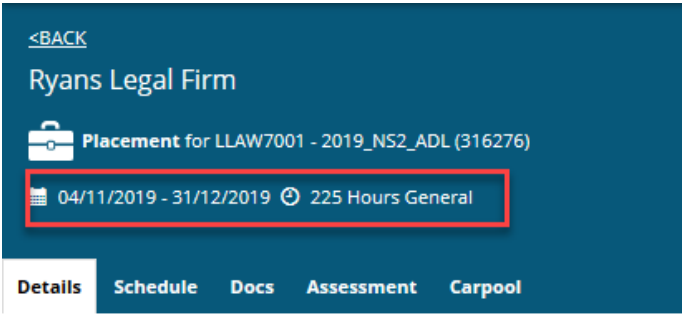
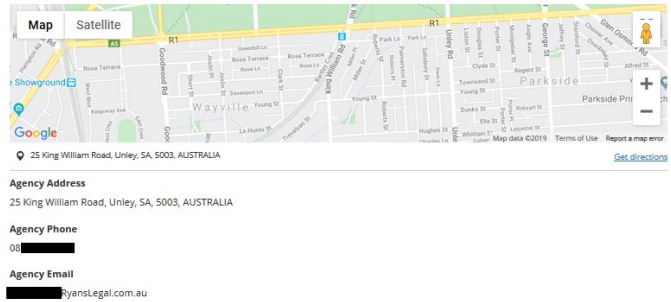
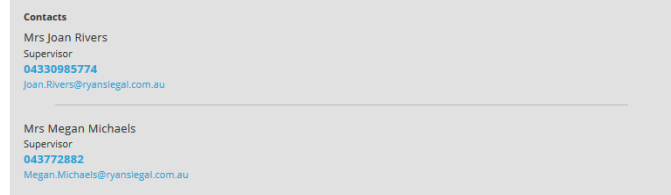
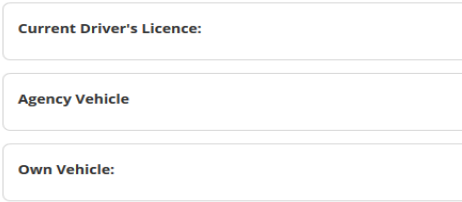
Action	Details
<p>After expanding the relevant section click on the Calendar symbol, then select the relevant date from the calendar that displays</p>	
<p>To attach a file either:</p> <ul style="list-style-type: none"> Click on Select or drag a file to open file explorer. Navigate to the desired file and click Open. <p>OR</p> <p>Locate the desired file and drag and drop into the grey Select or drag a file area.</p>	
<p>Check that the date you have entered is correct and the file you have uploaded is correct, then click Submit.</p>	

<p>A notification will appear briefly at the top of the page.</p>	
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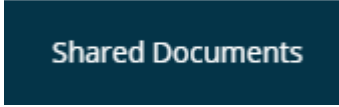
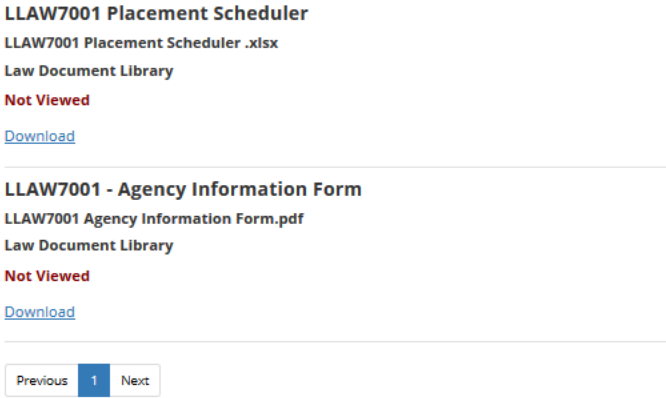
Step 6: Managing your information

Action	Details
	<p>The To Do list on the home page displays a list of tasks you need to acknowledge, review or action.</p> <p>Click any task to open the relevant page and then complete whatever work is required. Once complete the task will disappear from the list.</p> <p>The red number icon informs you of how many items you must complete.</p>
<p>To Do list examples:</p>	
	<p>The Notifications list on the home page displays information that you need to read but don't need to action. Notifications disappear from the list after 15 days.</p>
<p>Notifications list examples:</p> <p>When a compliance requirement is due to expire within 30 days, a notification will appear on your InPlace home page.</p>	

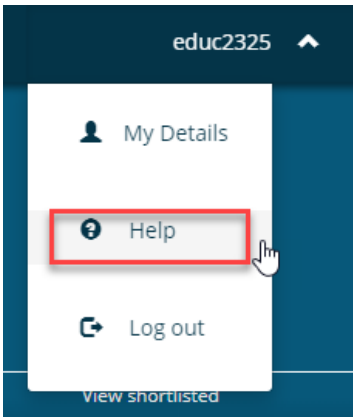
Step 7: Viewing your Placement Details

Action	Details
<p>Approved placements will be displayed in the top menu area, a confirmed icon will appear with details of your placement details</p>	
<p>The dates and placement hours will be displayed</p>	
<p>Click on the placement agency name to open the placement detail page, this page highlights the placement address, phone number and map of the host organisation.</p>	
<p>The name of the placement agency contact, and supervisor will appear under the contact heading</p>	
<p>Any other specific placement details will appear at the bottom of the page</p>	

Step 8: Shared Document Library

Action	Details
<p>WIL teams can often share forms, information or documents with students via the Shared Documents Library</p> <p>To view or download these documents Click on Shared Document in the top menu bar</p>	
<p>Click on the document to view or click on download hyperlink to download a copy</p>	

Step 9: Where to get help

Action	Details
<p>InPlace has in-built student help which you can access at any time. This help is generic.</p>	 <p>The screenshot shows a user interface for a user named 'educ2325'. A dropdown menu is open, displaying three options: 'My Details', 'Help', and 'Log out'. The 'Help' option is highlighted with a red rectangular box, and a mouse cursor is pointing at it. At the bottom of the menu, there is a link that says 'View shortlisted'.</p>
<p>For any College specific support, contact your relevant WIL placement team:</p>	
<p>College of Business, Government and Law Social Sciences South, Room 388 Phone: 7421 9860 Email: cbgl.placements@flinders.edu.au</p>	<p>College of Medicine and Public Health Flinders Medical Centre, Level 5, Room 5E213 Phone: 7221 8390 Email: smph.placements@flinders.edu.au</p>
<p>College of Education, Psychology & Social Work Education Front Office (Level 4, Room 69) Phone: 8201 5410 Email: cepsw.placements@flinders.edu.au</p>	<p>College of Nursing and Health Sciences Level 1, North Wing, Sturt campus Phone: 8201 7500 Email: cnhs.placements@flinders.edu.au</p>
<p>College of Humanities, Arts and Social Sciences Social Sciences South, Room 388 Phone: 7421 9860 Email: chass.placements@flinders.edu.au</p>	<p>College of Science and Engineering Bedford Park: Room 1304, Physical Sciences Building Tonsley: Level 3, Tonsley Building Phone: 8201 5133 Email: cse.placements@flinders.edu.au</p>