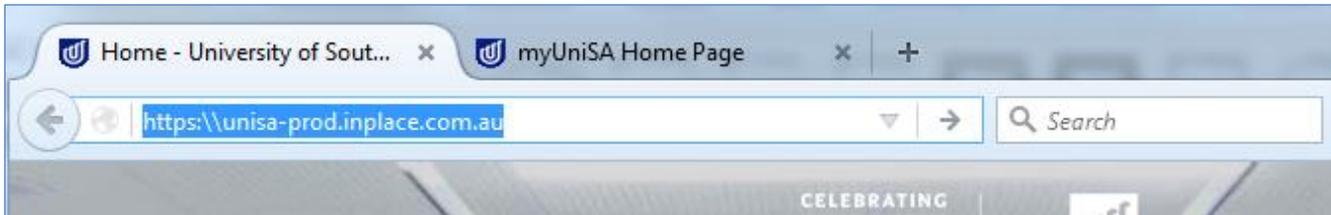


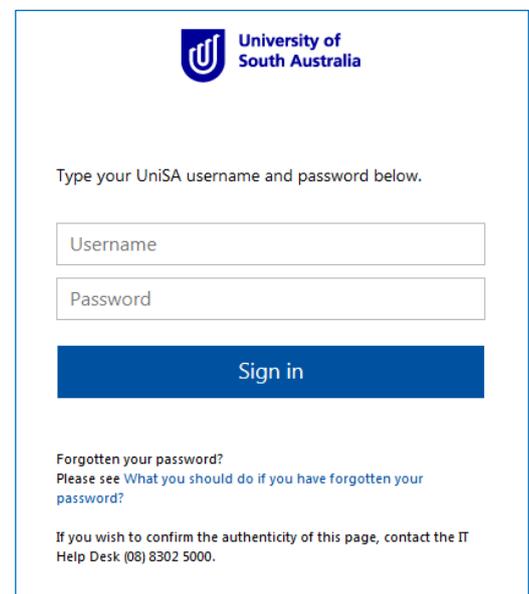
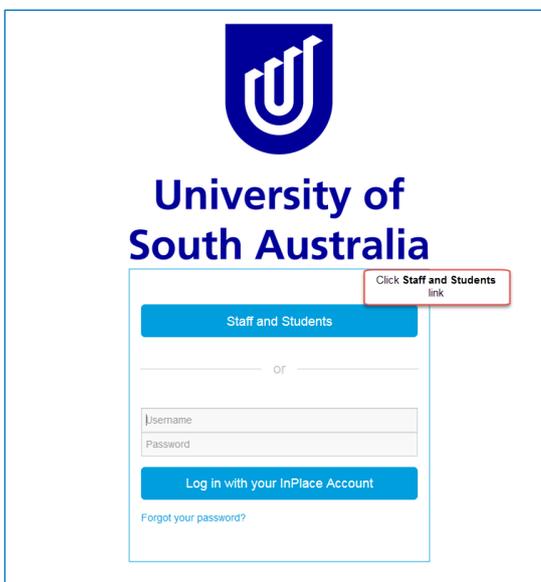
Accessing InPlace

- 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.



Log in to InPlace

- Click the Staff and Students link and you will be directed to a 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 [Forgotten 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>

Submitting a Variation to Placement Request (VTP)

- Once logged in, you will be directed to your Home page.
- Click your **username**, on the top right hand side, to open the menu
- Click the My Details  icon, this will also navigate you to the 'Student Details' page.
- Scroll down to navigate to the '**Optional Information Requests**' section to submit a Pre-Allocation Request.
- Click the  icon to open the drop-down menu

Optional Information ▾

Requests ▾

Description	Value	Expiry	Verified
Pre-Allocation Request			[Edit]
Variation to Placement Request		Click [Edit] to begin your application 1	[Edit]

- Complete and save the form and supporting evidence as one file to your desktop and then continue to upload as outlined below. ***Note file upload size should not exceed 5MB.**
Supporting evidence documentation can include medical certificates, proof of being a primary carer, and other medical documents. Importantly, you should aim to provide supporting documentation that will support your application.
- Click the Choose file button. Ensure you click the Upload button and that you see the file listed before pressing save.

Edit [X]

Variation Request

Please select reason for requesting a variation from dropdown list below and Save. Then fill out the request form and upload here. http://i.unisa.edu.au/siteassets/students/health/documents/cpu/variation-to-placement-form_2016.docx 2

Select your reason from drop-down list 3

File Attachment

Browse... No file selected. Upload 5 Click Upload to upload your document to InPlace

4 Click Browse... or Choose File - to select your document

Remember to Click Save 6 Save Cancel

Download, Complete and Save your Variation Request Form with any supporting documentation, as one file.

- Once the document has been successfully uploaded, you will see the file name next to the upload button (yellow highlight below). Additionally, a paperclip icon will appear near to the edit button.

Additional Information ▾

Placement Related Information ▾

Description	Value	Expiry
vICPlace ID	XXOPYPBY	
Variation Request	Other highly extenuating medical, compassionate or special circumstances	[Edit]
Work Health & Safety Checklist		[Edit]

Supervisors

How Inactive Supervisors: []

new Name Relationship Type Phone Email Start Date End Date Custom Field Experience

Edit [X]

Variation Request

Please select reason for requesting a variation from dropdown list below and Save. Then fill out the request form and upload here. http://i.unisa.edu.au/siteassets/students/health/documents/cpu/variation-to-placement-form_2016.docx

Other highly extenuating medical, compassionate or special circumstances

File Attachment

Browse... No file selected. Upload variation-to-placement-form_2016.docx Clear

Save Cancel

Look for the paperclip symbol to confirm that you have uploaded your request.

The variation to placement form is to be lodged no later than **5 working days** following the release of a placement block. Please refer to the verification comments for your request status.

The CPU office team will schedule a meeting with the relevant School/Division academic staff to assess lodged variation to placement forms. Please be patient as this process can take some time. Once the meeting has taken place and a decision has been reached a CPU team member will notify you by email of the outcome.

If your request is approved and an alternative placement is available it will be offered. If there is no alternative placement available, or you do not accept the alternative offered, the only option is a variation to study plan or prescribed program, this should be discussed with your course coordinator and program director.