

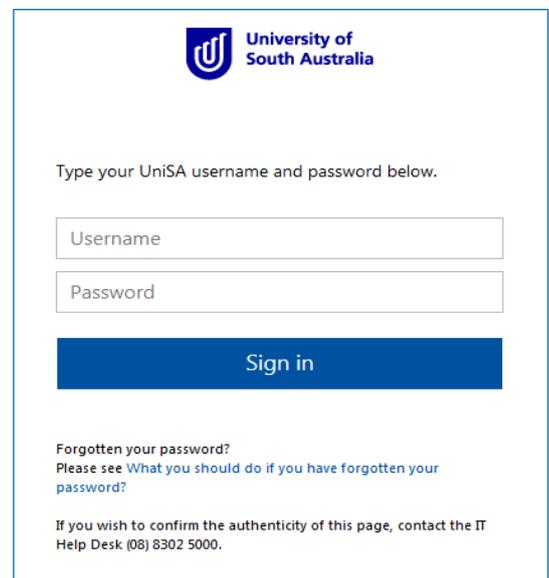
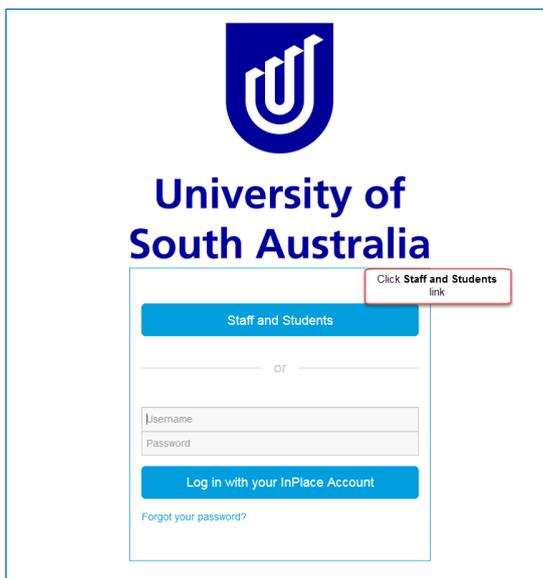
Accessing InPlace

- 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

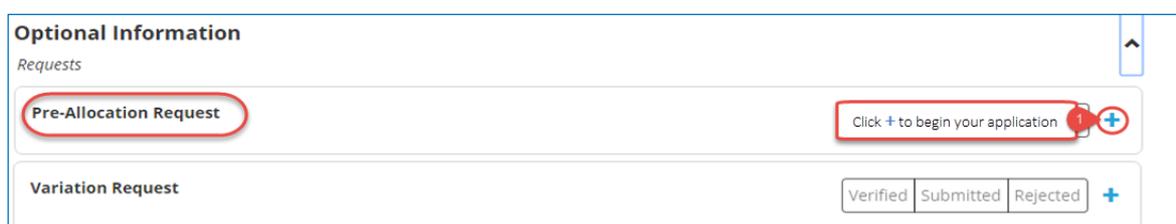
- Click the [Staff and Students](#) link and you will be directed to the log in screen.
- Enter your UniSA student username and password.



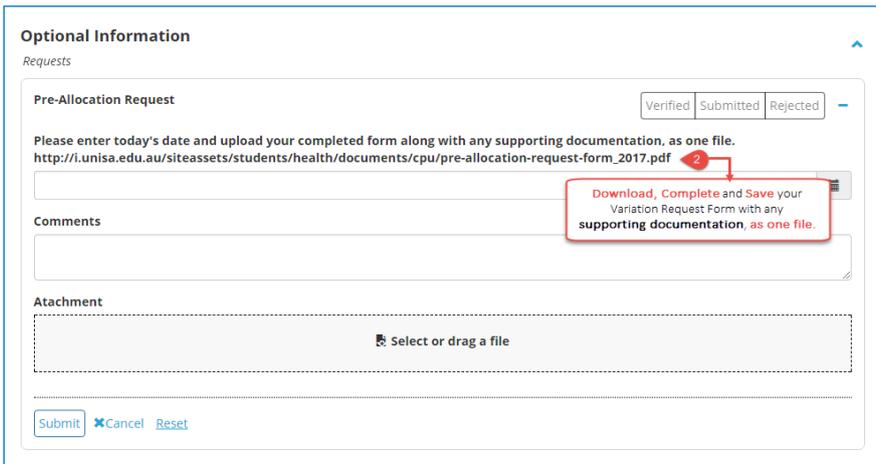
- When you log in to InPlace for the first time you will need to accept the Terms and Conditions in order to use the system.
- If you have forgotten your password, you should click the [Forgot your password?](#) link or navigate to <http://w3.unisa.edu.au/ists/new/all/passwords-access-security/faq/02.htm>

Submitting a Pre-Allocation Request

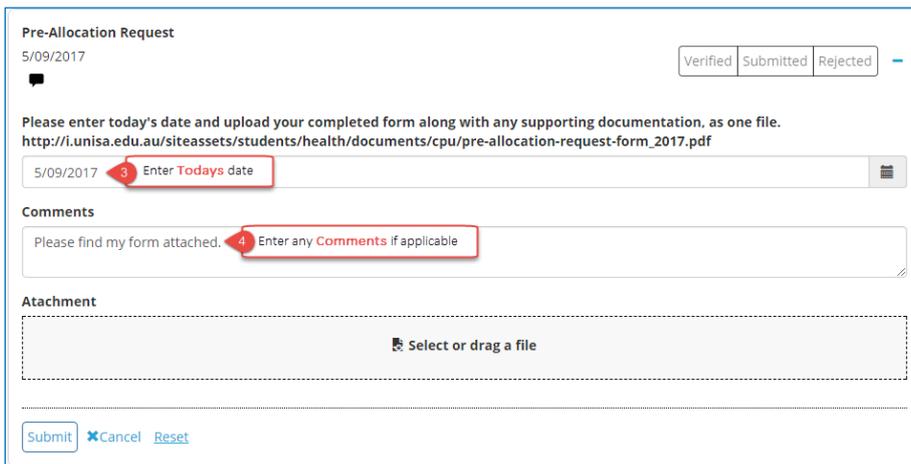
- Once logged in, you will be directed to your Home page.
- Click your **username**, on the top right hand side, to open the menu
- Click the My Details  icon, this will also navigate you to the 'Student Details' page.
- Scroll down to navigate to the '**Optional Information Requests**' section to submit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



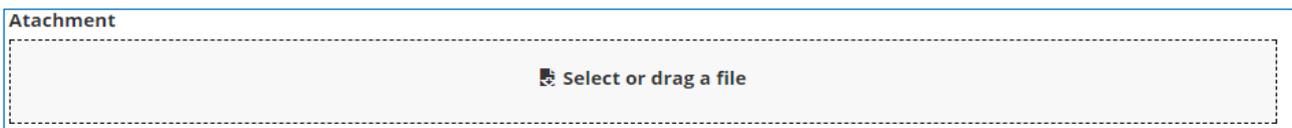
6. Ensure that you click and download the Pre-Allocation Request form from the link provided.



7. Complete your application form and include any supporting documentation, by saving as one file, and upload to InPlace.
8. Enter today's date and add any comments, if applicable.



9. 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.



- The file name will be listed underneath "Select or drag a file" section when it has been uploaded.
 - Click the "X" button if you want to remove the document and upload an alternative file.
10. Click the "Submit" button to complete the requirement, the following pop-up will alert you if you have been successful and will return you to the **My Details** page.



- 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 document to be verified.



- You will know your file has uploaded successfully when a paperclip icon  displays. Clicking the icon will download your document.

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The CPU office team will schedule a meeting with the relevant School/Division academic staff to assess student pre-allocation requests. 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.