

Accessing InPlace

- Open Mozilla Firefox or Google Chrome and type in the following <u>InPlace</u> web address: <u>https://unisa-prod.inplace.com.au</u>
- Please note that InPlace is not optimised for Internet Explorer and Safari.

🕖 🕖 Home - University of Sout 🗙 🕑 myUniSA Hom	ne Page × +
Https://unisa-prod.inplace.com.au	
	CELEBRATING

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.

U	University of South Australia
University of	Type your UniSA username and password below.
South Australia	Username
Click Staff and Students link	Password
Staff and Students	Sign in
Username Password Log in with your InPlace Account	Forgotten your password? Please see What you should do if you have forgotten your password?
Forgot your password?	If you wish to confirm the authenticity of this page, contact the Π Help Desk (08) 8302 5000.

- 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 <u>http://w3.unisa.edu.au/ists/new/all/passwords-access-security/faq/02.htm</u>

Submitting a Pre-Allocation Request

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

Optional Information	~
Requests	
Pre-Allocation Request	Click + to begin your application
Variation Request	Verified Submitted Rejected +



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

re-Allocation Request	Verified Submitted Rejected
Please enter today's date and upload your completed form alor http://i.unisa.edu.au/siteassets/students/health/documents/cp	ng with any supporting documentation, as one file. pu/pre-allocation-request-form_2017.pdf 2
Comments	Download, Complete and Save your Variation Request Form with any supporting documentation, as one file.
tachment	

- **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.

Pre-Allocation Request			
5/09/2017	Verified Submitted Rejected -		
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Please enter today's date and upload your completed form along wi	th any supporting documentation, as one file.		
http://i.unisa.edu.au/siteassets/students/health/documents/cpu/pr	'e-allocation-request-form_2017.pdf		
5/09/2017 Senter Todays date	=		
Comments			
Please find my form attached.			
E	,		
Atachment			
🕏 Select or drag a file			
l			
Submit Cancel Reset			

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 is 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.

Pre-Allocation Request	
5/09/2017 (C)	Verified Submitted Rejected +

- You will know your file has uploaded successfully when a paperclip icon *a* 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 preallocation 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.