

In Place How to Guide for document submission

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Logging into InPlace

- Go to <https://signon.placements.uq.edu.au/account/login>
- Click on **Staff and Students**



Staff and Students

or

Username

Password

Log in with your InPlace Account

[Forgot your password?](#)

- Log in to InPlace via the UQ Single sign-on using your UQ username/student ID and associated password
- Click **Login**



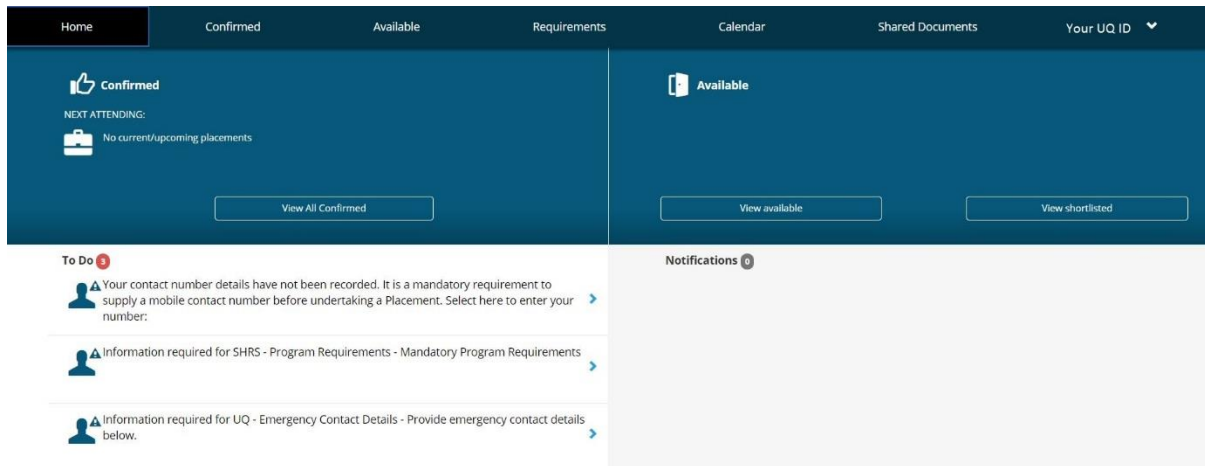
Single sign-on

[Forgot your password?](#)

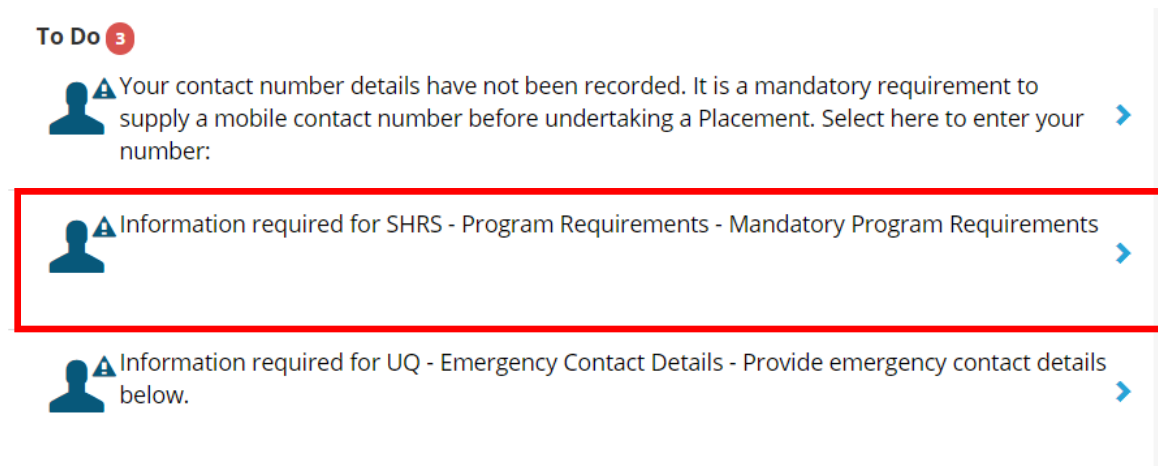
[Terms of use](#)

Accessing Mandatory Program Requirements

- The first time you log in to InPlace you will be prompted to agree to terms and conditions. Please ensure that you read these carefully and understand the terms and conditions before agreeing.
- You will be taken to a home page where you can access your personal details as well as your SHRS Program Requirements



- Click on **Information required for SHRS – Program Requirements – Mandatory Program Requirements**



- You can then view a summary of all documentation* required to be submitted as part of your Mandatory Program Requirements.
- *With the exception of Immunisation Record. This is to be submitted directly to the Student and Academic Support Unit (SASU) via e-mail enquiries.shrs@uq.edu.au

Your Name

Institute
Student Code
Contact Number
Email Contact

Student Number

sStudentNumber@@student.uq.edu.au

[Change Mobile Phone Number](#)

UQ - Emergency Contact Details

Provide emergency contact details below

Emergency Contact Name *

Emergency Contact Number *

SHRS - Program Requirements

Document Upload Instructions

Student Upload Instructions

Mandatory Program Requirements

QLD Health Student Deed Poll *

No

Verified

Submitted

Rejected

+

Deed Poll status

QLD Health Student Orientation Checklist *

No

Verified

Submitted

Rejected

+

Orientation Status

CPR certificate *

No

Verified

Submitted

Rejected

+

CPR Status

UQ OH&S Lab Safety *

No

Verified

Submitted

Rejected

+

OH&S Status

Blue Card *

No

Verified

Submitted

Rejected

+

Blue Card Status

First Aid Certificate *

No

Verified

Submitted

Rejected

+

First Aid Status

Non-Mandatory Program Requirements

Consent for photographic images/video recording

No

Verified

Submitted

Rejected

+

Submitting Mandatory Program Requirements

- Click on the requirement you wish to submit by clicking on the + symbol to expand the submission section

Mandatory Program Requirements

Qld Health Student Deed Poll * No	Verified Submitted Rejected +
Deed Poll status	+
QLD Health Student Orientation Checklist * No	Verified Submitted Rejected +
Orientation Status	+
CPR certificate * No	Verified Submitted Rejected +
CPR Status	+

- Click on **Select or drag a file** to browse for the document you wish to upload




Mandatory Program Requirements

Qld Health Student Deed Poll * No	Verified Submitted Rejected -
Please check the box and upload your signed Student Deed Poll here <input type="checkbox"/>	
Attachment	
<div style="border: 2px solid red; padding: 10px; text-align: center;">📎 Select or drag a file</div>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> Reset	

- Double click on the file you want to upload
- **IMPORTANT NOTE:** If submitting a document which is more than one page, you will need to scan all the pages into the one document before submitting. Only one submission is allowed per requirement

Documents library

InPlace

-  Your Student Number Blue Card
-  Your Student Number QLD Health Student Deed Poll
-  Your Student Number QLD Health Student Orientation Checklist

- **Check the box**

Mandatory Program Requirements

Qld Health Student Deed Poll * Verified Submitted Rejected -

No

Please check the box and upload your signed Student Deed Poll here

Attachment

Select or drag a file

Your Student Number QLD Health Student Deed Poll.pdf ✘

[Reset](#)

- **Click on Submit**

Mandatory Program Requirements

Qld Health Student Deed Poll * Verified Submitted Rejected -

Yes

Please check the box and upload your signed Student Deed Poll here

Attachment

Select or drag a file

Your Student Number QLD Health Student Deed Poll.pdf ✘

[Reset](#)

Submission Status

- Once you have submitted a document, you will see that the status has changed to **Submitted**
- Requirements that are noted as **Submitted** are pending review by SASU. Please allow 1-2 weeks during peak periods for your documents to be reviewed.
- Once requirements have been reviewed by SASU, they will be marked as either **Verified** or **Rejected**
- **Rejected** documents will have feedback/required action left for the student in the Status field

Mandatory Program Requirements



Qld Health Student Deed Poll *	Verified Submitted Rejected
Yes	+
	

Deed Poll status	+
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Verified Documents



- If your document has been **Verified** by SASU, no further action will be required for this particular submission


Mandatory Program Requirements

Qld Health Student Deed Poll *	Verified Submitted Rejected
Yes	
	











Deed Poll status	
Yes	

- For documents that expire (e.g. Blue Card, First Aid Certificate, CPR), as well as being **Verified**, the expiration date will also be noted under the Status section.
- The requirement will expire on the date noted in the **Status** field, and students are required to submit updated documentation prior to the current expiration date.

First Aid Certificate *	Verified Submitted Rejected
Yes	
	

First Aid Status	
Yes	
Expires 19/01/2020	

- You will receive a notification on your Homepage once your documents have been **Verified**

To Do 	Notifications 
 Your contact number details have not been recorded. It is a mandatory requirement to supply a mobile contact number before undertaking a Placement. Select here to enter your number: 	Qld Health Student Deed Poll successfully verified.
 Verification of QLD Health Student Orientation Checklist is Rejected. Feedback: 	First Aid Certificate successfully verified.
 Information required for SHRS - Program Requirements - Mandatory Program Requirements 	
 Information required for UQ - Emergency Contact Details - Provide emergency contact details below. 	

Rejected Documents

- If your submission is **Rejected** it will be displayed under the **To Do** list on your Homepage, as well as being flagged under your Mandatory Program Requirements

To Do 4

- Your contact number details have not been recorded. It is a mandatory requirement to supply a mobile contact number before undertaking a Placement. Select here to enter your number: >
- Verification of QLD Health Student Orientation Checklist is Rejected. Feedback:** >
- Information required for SHRS - Program Requirements - Mandatory Program Requirements >
- Information required for UQ - Emergency Contact Details - Provide emergency contact details below. >

Notifications 2

- Qld Health Student Deed Poll successfully verified.
- First Aid Certificate successfully verified.

QLD Health Student Orientation Checklist * Verified Submitted **Rejected** +

Yes

- You can view the comments noting the action required by either:
 1. clicking on the speech bubble to view the feedback


QLD Health Student Orientation Checklist * Verified Submitted **Rejected** +

Yes


ACTION REQUIRED Document is incomplete, all sections must be ticked (this is your acknowledgement that you agree to comply). Bottom of page 2 not complete.

2. clicking on the + symbol to expand the Status section and view comments


QLD Health Student Orientation Checklist * Verified Submitted **Rejected** +

Yes 


Orientation Status -

No 

QLD Health Student Orientation Checklist provided

No 

Comments

ACTION REQUIRED
Document is incomplete, all sections must be ticked (this is your acknowledgement that you agree to comply). 

- Once you have rectified the action required, please resubmit your documents by following the steps outlined in Pages 6-7.

An email will be sent to your UQ student email address to advise you to log in to your InPlace portal to review any rejected items that require an action.