

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

UQ username

Password

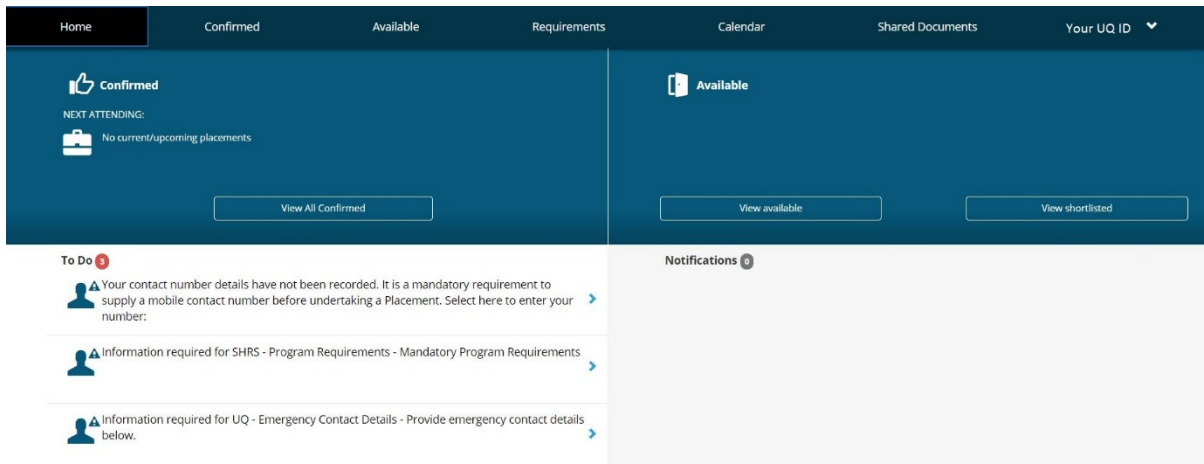
LOGIN

[Forgot your password?](#)

[Terms of use](#)

Accessing Mandatory Program Requirements

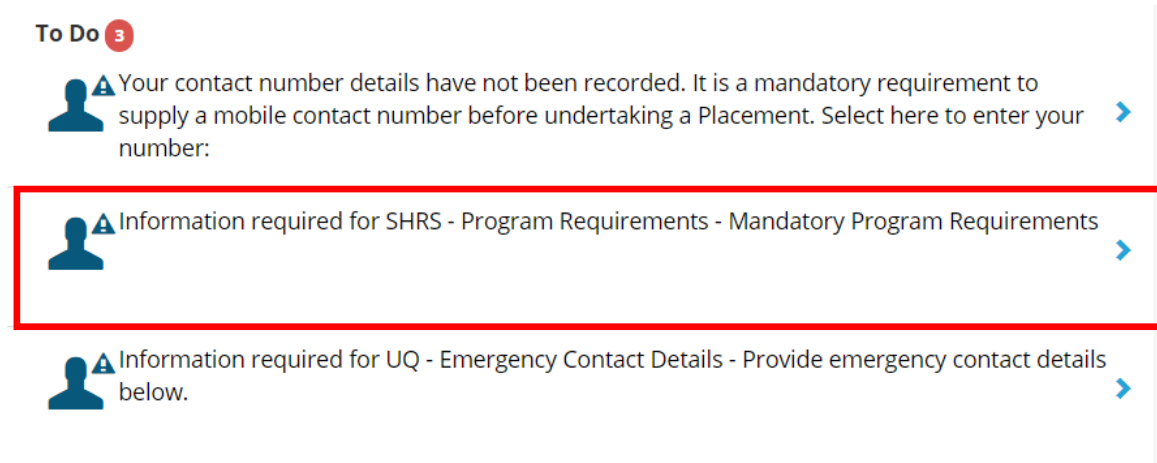
- The first time you log in to InPlace you will be prompted to agree to terms and conditions. Please ensure that you read these carefully and understand the terms and conditions before agreeing.
- You will be taken to a home page where you can access your personal details as well as your SHRS Program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



The screenshot shows the InPlace dashboard with a dark blue header containing navigation tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and Your UQ ID. The main content area is split into two columns. The left column is titled 'Confirmed' and shows 'NEXT ATTENDING: No current/upcoming placements' with a 'View All Confirmed' button. The right column is titled 'Available' and shows 'View available' and 'View shortlisted' buttons. Below the columns is a 'To Do' section with three items, each with a warning icon and a right-pointing arrow:

- 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.
- Information required for SHRS - Program Requirements - Mandatory Program Requirements
- Information required for UQ - Emergency Contact Details - Provide emergency contact details below.

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



This is a close-up of the 'To Do' section from the dashboard. It features a 'To Do' header with a red circle containing the number '3'. Below the header are three items, each with a warning icon and a right-pointing arrow:

- 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.
- Information required for SHRS - Program Requirements - Mandatory Program Requirements**
- Information required for UQ - Emergency Contact Details - Provide emergency contact details below.

The second item, 'Information required for SHRS - Program Requirements - Mandatory Program Requirements', is highlighted with a red rectangular box.

- You can then view a summary of all documentation required to be submitted as part of your Mandatory Program Requirements.

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	+
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Mandatory Program Requirements

Qld Health Student Deed Poll *	Verified	Submitted	Rejected	+
No				

Deed Poll status	+
------------------	---

QLD Health Student Orientation Checklist *	Verified	Submitted	Rejected	+
No				

Orientation Status	+
--------------------	---

CPR certificate *	Verified	Submitted	Rejected	+
No				

CPR Status	+
------------	---

UQ OH&S Lab Safety *	Verified	Submitted	Rejected	+
No				

OH&S Status	+
-------------	---

Blue Card *	Verified	Submitted	Rejected	+
No				

Blue Card Status	+
------------------	---

First Aid Certificate *	Verified	Submitted	Rejected	+
No				

First Aid Status	+
------------------	---

Non-Mandatory Program Requirements

Consent for photographic images/video recording	Verified	Submitted	Rejected	+
No				

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 *	Verified	Submitted	Rejected	+
No				
Deed Poll status				+
QLD Health Student Orientation Checklist *	Verified	Submitted	Rejected	+
No				
Orientation Status				+
CPR certificate *	Verified	Submitted	Rejected	+
No				
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 *	Verified	Submitted	Rejected	-
No				
Please check the box and upload your signed Student Deed Poll here				<input type="checkbox"/>
Attachment				
<input type="text" value="Select or drag a file"/>				
Submit	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	+
-------------------------	---

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 * Yes 	Verified Submitted Rejected 
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Deed Poll status Yes	
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- 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 * Yes 	Verified Submitted Rejected 
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First Aid Status Yes Expires 19/01/2020	
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- You will receive a notification on your Homepage once your documents have been **Verified**


To Do 4 <ul style="list-style-type: none">  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 <ul style="list-style-type: none"> Qld Health Student Deed Poll successfully verified. First Aid Certificate successfully verified.
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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	Notifications 2
<p> 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: ></p> <p> Verification of QLD Health Student Orientation Checklist is Rejected. Feedback: ></p> <p> Information required for SHRS - Program Requirements - Mandatory Program Requirements ></p> <p> Information required for UQ - Emergency Contact Details - Provide emergency contact details below. ></p>	<p>Qld Health Student Deed Poll successfully verified.</p> <hr/> <p>First Aid Certificate successfully verified.</p>

QLD Health Student Orientation Checklist * Verified Submitted **Rejected** [+](#)


Yes 

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

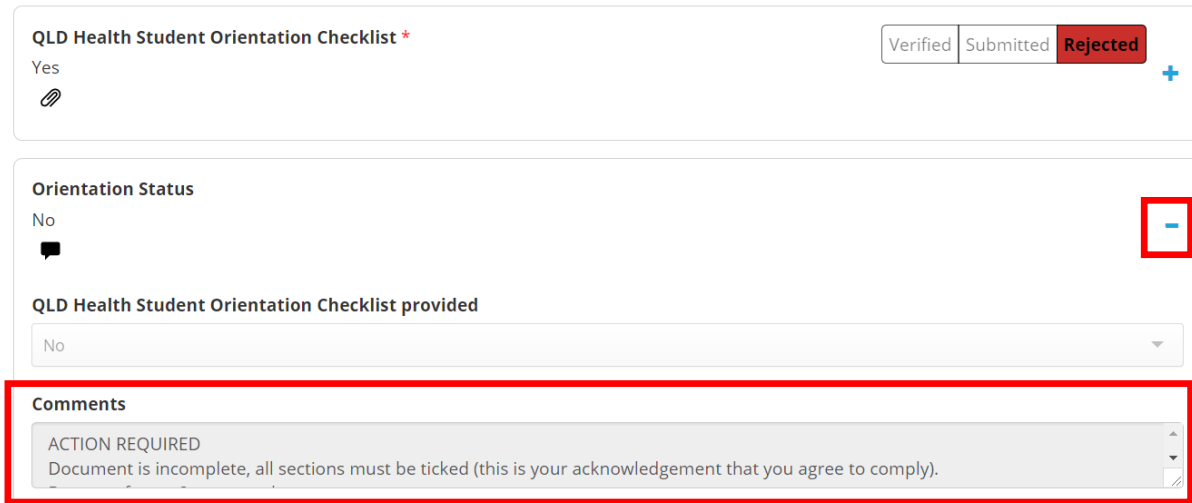
QLD Health Student Orientation Checklist * Verified Submitted **Rejected** [+](#)

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



The screenshot shows a document submission interface. At the top, there is a document titled "QLD Health Student Orientation Checklist *". To the right of the title are three status buttons: "Verified", "Submitted", and "Rejected" (which is highlighted in red). A blue "+" icon is visible to the right of the "Rejected" button. Below the title, the status is "Yes" with a pencil icon. The next section is "Orientation Status" with the status "No" and a speech bubble icon. A red box highlights a "-" icon to the right of this section. Below this is a dropdown menu titled "QLD Health Student Orientation Checklist provided" with the value "No". A red box highlights the "Comments" section, which contains the text: "ACTION REQUIRED Document is incomplete, all sections must be ticked (this is your acknowledgement that you agree to comply)." There are scroll arrows on the right side of the comment box.

- 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.