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

The University of Queensland

Staff and Students

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
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

To Do

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.
• 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
Submitting Mandatory Program Requirements

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

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

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

Submit Cancel Reset

• Click on Submit

Mandatory Program Requirements

Qld Health Student Deed Poll *

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

Submit Cancel 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
Verified Documents

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

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.

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

- You can view the comments noting the action required by either:
  1. clicking on the speech bubble to view the feedback.
2. clicking on the + symbol to expand the Status section and view comments

- 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.