

InPlace: How to guide for document submission

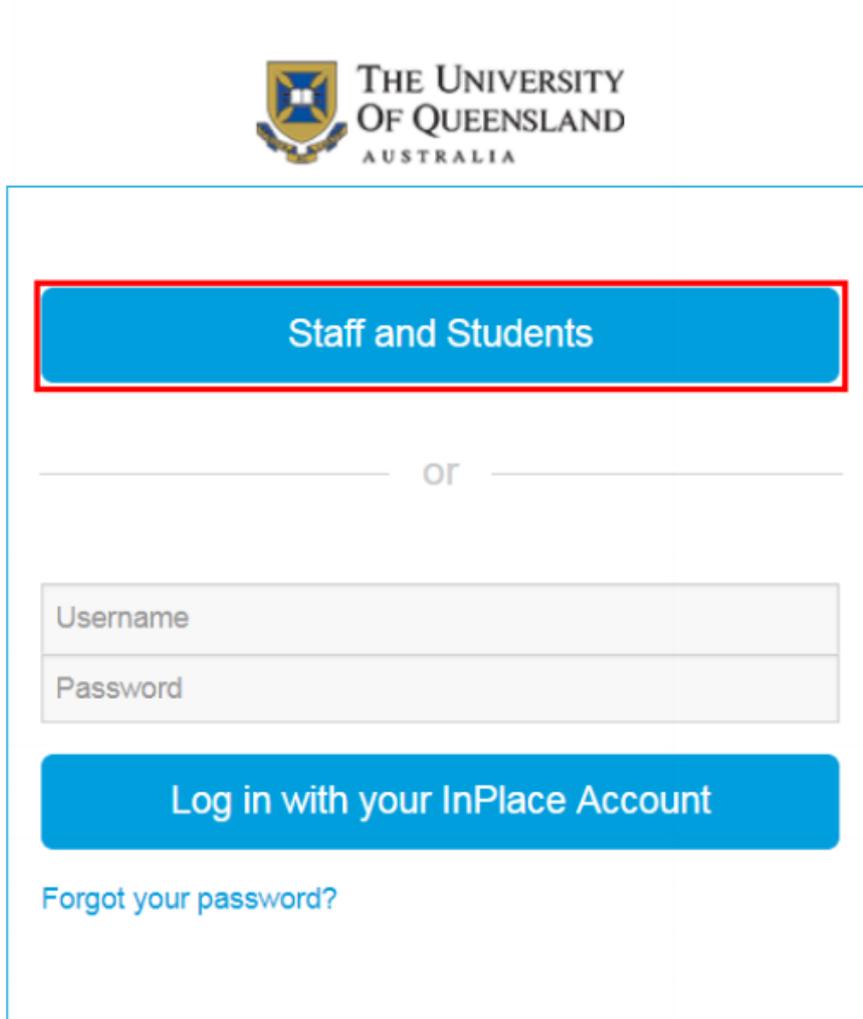


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Logging into InPlace

1. Go to the [log in page](#)
2. Click on Staff and Students



 THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Staff and Students

or

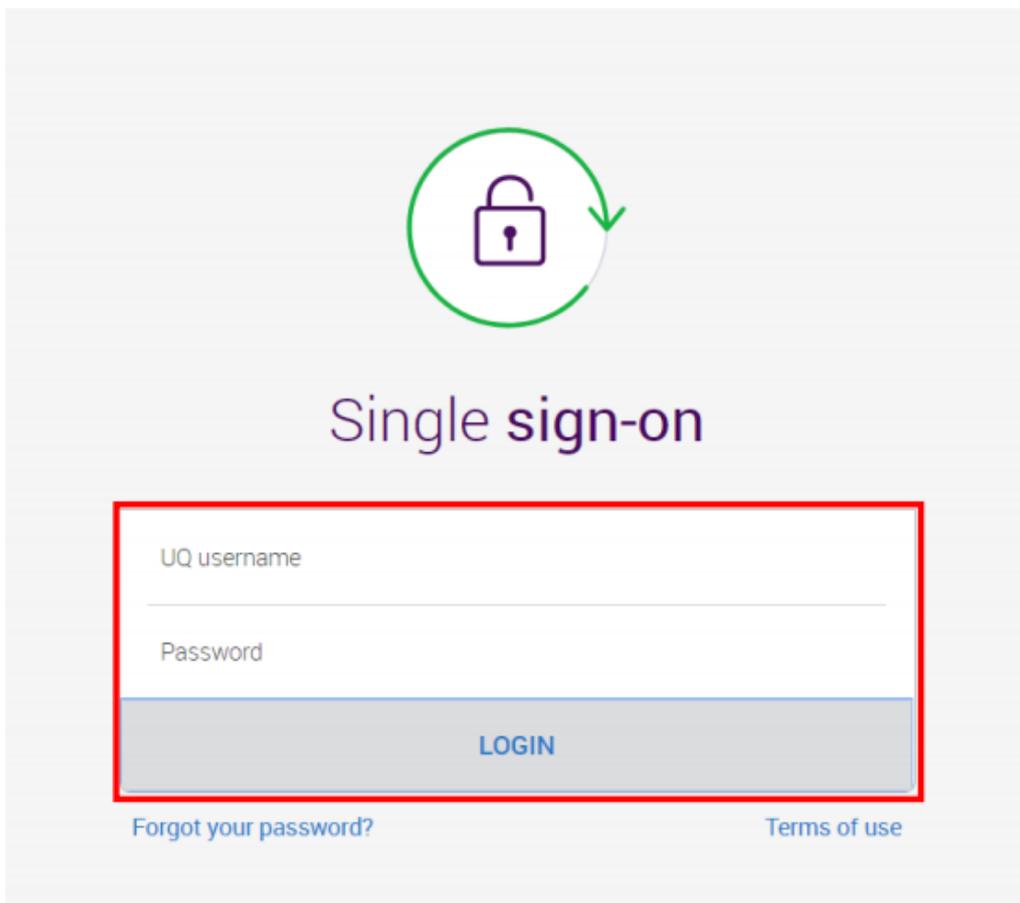
Username

Password

Log in with your InPlace Account

[Forgot your password?](#)

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

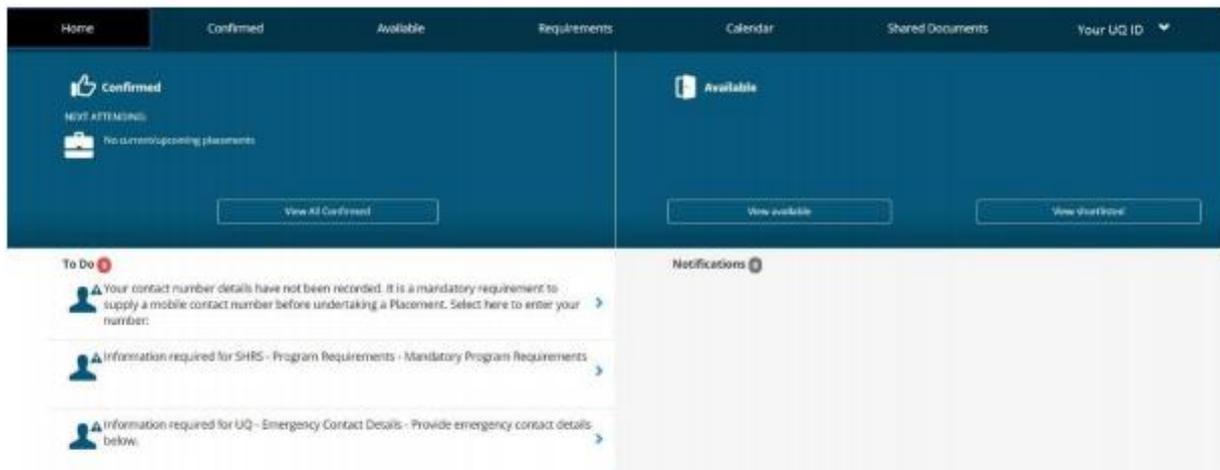


The image shows a 'Single sign-on' login interface. At the top, there is a purple padlock icon inside a green circular arrow. Below this, the text 'Single sign-on' is displayed in a purple font. The main form is enclosed in a red border and contains two input fields: 'UQ username' and 'Password'. Below the fields is a grey button labeled 'LOGIN' in blue text. At the bottom of the form, there are two links: 'Forgot your password?' on the left and 'Terms of use' on the right.

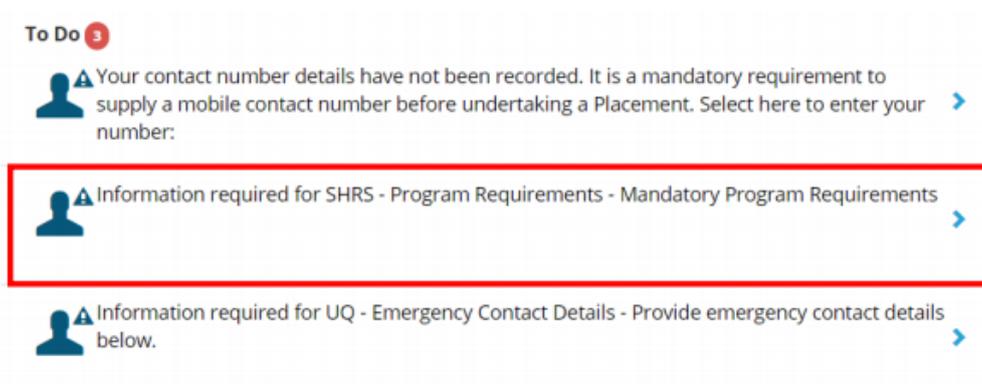
Accessing Mandatory Program Requirements

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 *	<input type="text"/>	<input type="button" value="Submit"/>
Emergency Contact Number *	<input type="text"/>	<input type="button" value="Submit"/>

SHRS - Program Requirements

Document Upload Instructions

Student Upload Instructions	<input type="text"/>	<input type="button" value="Submit"/>
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Mandatory Program Requirements

QLD Health Student Dead Poll *	<input type="text" value="No"/> <input type="button" value="Verify"/> <input type="button" value="Submit"/> <input type="button" value="Request"/>
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Dead Poll status	<input type="text"/>	<input type="button" value="Submit"/>
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QLD Health Student Orientation Checklist *	<input type="text" value="No"/> <input type="button" value="Verify"/> <input type="button" value="Submit"/> <input type="button" value="Request"/>
--	--

Orientation Status	<input type="text"/>	<input type="button" value="Submit"/>
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CPR Certificate *	<input type="text" value="No"/> <input type="button" value="Verify"/> <input type="button" value="Submit"/> <input type="button" value="Request"/>
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CPR Status	<input type="text"/>	<input type="button" value="Submit"/>
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UQ OH&S Lab Safety *	<input type="text" value="No"/> <input type="button" value="Verify"/> <input type="button" value="Submit"/> <input type="button" value="Request"/>
----------------------	--

OH&S Status	<input type="text"/>	<input type="button" value="Submit"/>
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Blue Card *	<input type="text" value="No"/> <input type="button" value="Verify"/> <input type="button" value="Submit"/> <input type="button" value="Request"/>
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Blue Card Status	<input type="text"/>	<input type="button" value="Submit"/>
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First Aid Certificate *	<input type="text" value="No"/> <input type="button" value="Verify"/> <input type="button" value="Submit"/> <input type="button" value="Request"/>
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First Aid Status	<input type="text"/>	<input type="button" value="Submit"/>
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Non-Mandatory Program Requirements

Consent for photographic images/video recording	<input type="text" value="No"/> <input type="button" value="Verify"/> <input type="button" value="Submit"/> <input type="button" value="Request"/>
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Submitting Mandatory Program Requirements

1. 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 +	

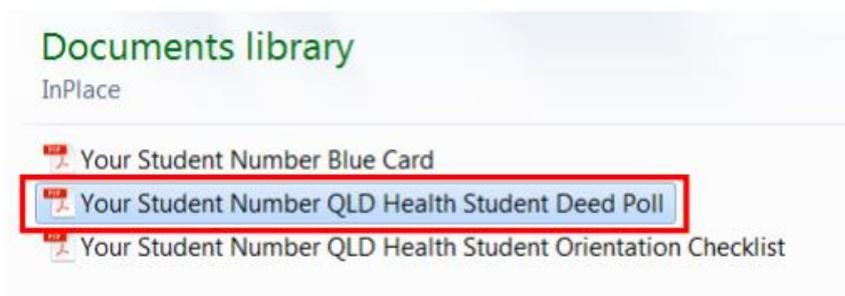
2. Click on Select or drag a file to browse for the document you wish to upload.

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: 5px; text-align: center;">  Select or drag a file </div>	
Submit Cancel Reset	

3. 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.



4. 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

Verified Submitted Rejected -

5. 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

Verified Submitted Rejected -

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 *

Yes



Deed Poll status

Verified **Submitted** Rejected +

+ -

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 	<input checked="" type="radio"/> Verified <input type="radio"/> Submitted <input type="radio"/> Rejected	+
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 * Yes 	<input checked="" type="radio"/> Verified <input type="radio"/> Submitted <input type="radio"/> Rejected	+
First Aid Status Yes Expires 19/01/2020		+

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

To Do 2 <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 0

- 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 +

Yes

Verified Submitted **Rejected** +

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 +

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.

Verified Submitted **Rejected** +

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

QLD Health Student Orientation Checklist +

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.

Contact details

School of Health and Rehabilitation Sciences

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W shrs.uq.edu.au

CRICOS Provider Number 00025B