

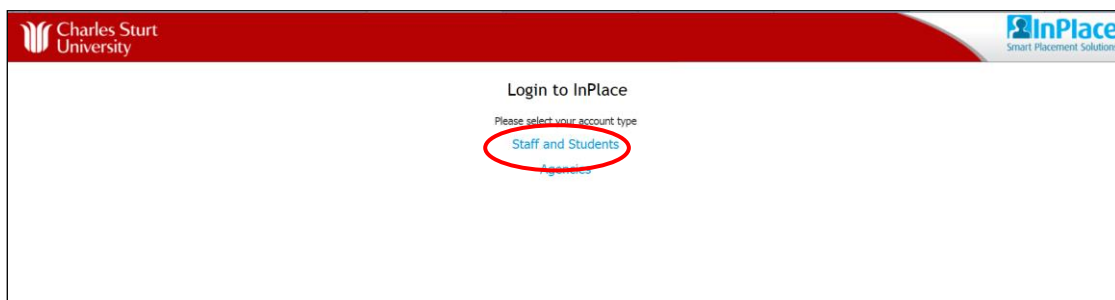
## InPlace - Overview

InPlace is a database that the University uses to capture information about all the workplace learning experiences that you are involved in. It also allows the university to keep a record of any pre-placement requirements for workplace learning and your current status in completing these requirements. You will be required to access the system throughout the course of your study.

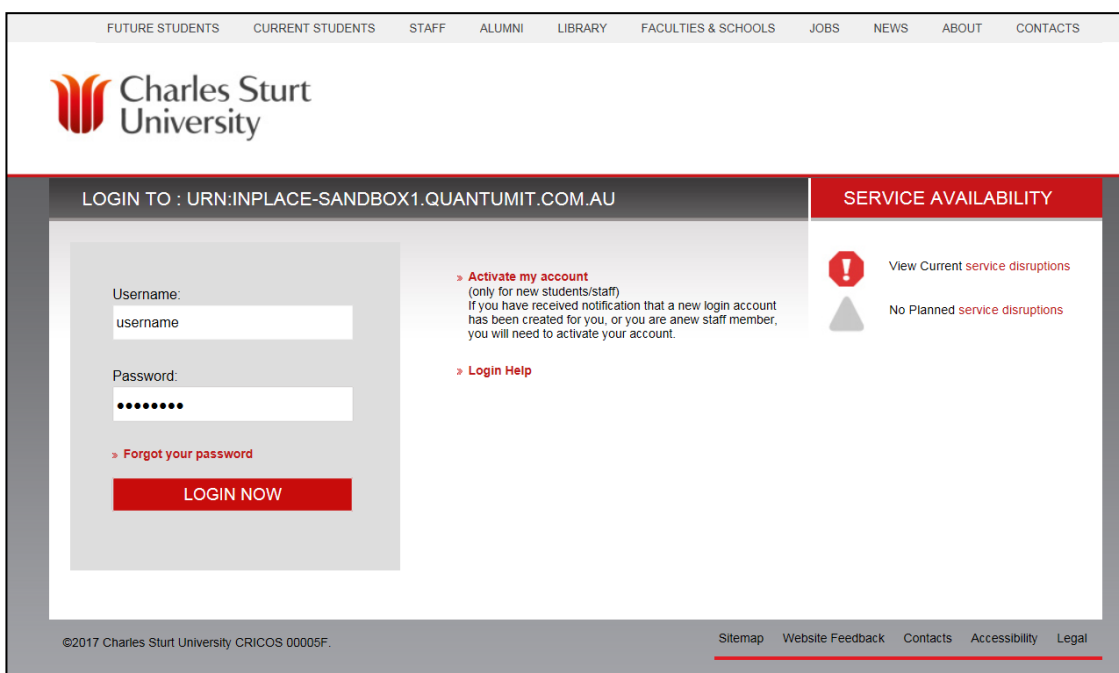
This Quick Reference Guide will show you how to log into the system and give an overview of the different areas of the system.

### Logging into the system:

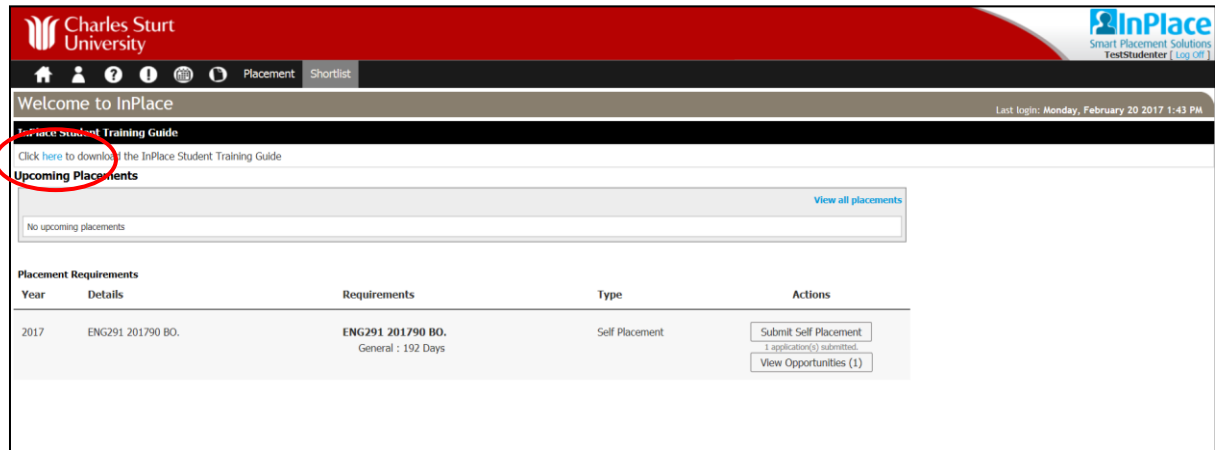
1. Open **Mozilla Firefox** or **Google Chrome** web browser. If you do not have this installed on your computer, download the free version at: <http://www.mozilla.org/en-US/firefox/new/>
2. Navigate to the following website: <https://myworkplacelearning.csu.edu.au/>
3. The following InPlace screen will display:



4. Click on **Staff and Students**. The following login screen will display:



5. Enter your normal *CSU username* and *password* and click on the **LOGIN NOW** button. The **Home** page for InPlace will display. If this is the first time that you have logged into InPlace you will be asked to read and accept the *Terms and Conditions* of use before navigating to the **Home** page. Once you have read and accepted them, you will not see them again unless they are changed.

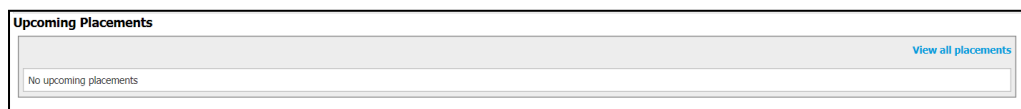


**Note:** You can access the full Inplace Training Guide at any time by clicking on the link that says **Click here to download the InPlace Student Training Guide**

## Home Page:


The home page is the first page you see upon logging into InPlace. It is the gateway to the system and provides you with information about your workplace learning requirements. There are a number of items on this page:






- **Widgets** – a number of different widgets may appear (widgets are notification windows that appear on the **Home** page to alert you to items that require attention, for example, upcoming placements, messages and how any applications/submissions are progressing). The screenshot below shows the **Upcoming Placements** widget.




- **Menu icons and items** – a number of icons and menu items are available, the menu items may differ depending on what course you are enrolled in




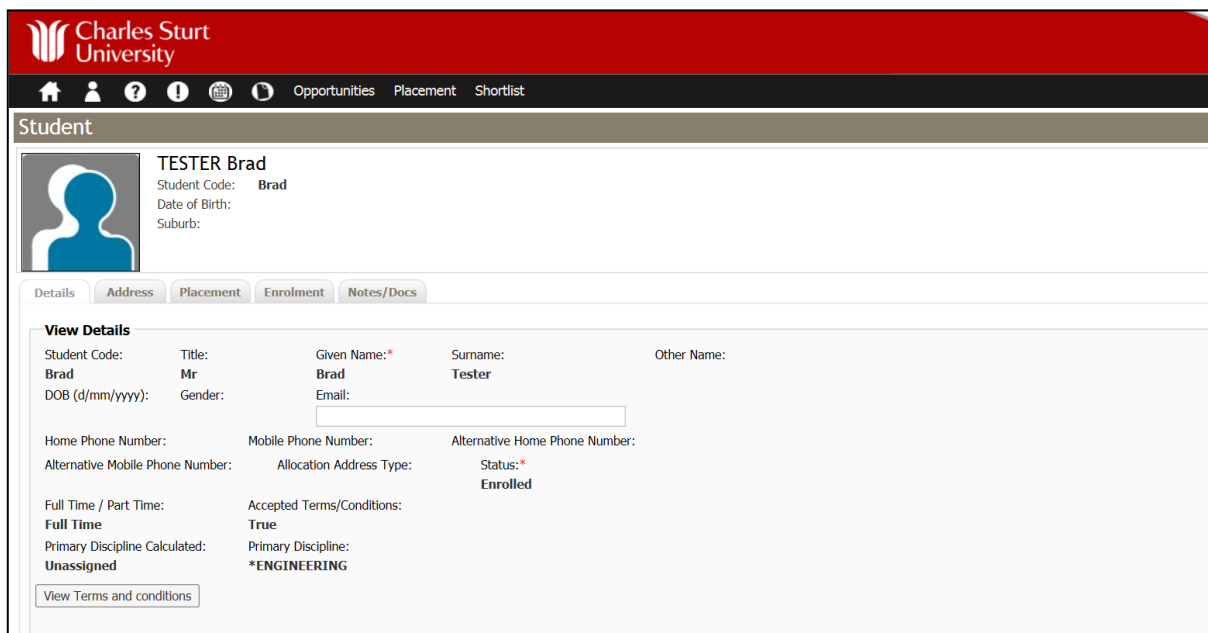
- **Home icon**  – takes you to the home page regardless of where you are in the system

- My **Details** icon  – takes you to the **My Details** page which displays your personal information, details of your enrolment and placement information – more information about this page is provided later in this guide
- **Help** icon  – provides information about how to use the system.
- **Alert Notifications** icon  - takes you to the **Alert Notifications** page to review your alert list. These are configured by the university and will differ depending on the course you are enrolled in. Not all courses use this feature.
- **Calendar** icon  – shows details of when you are on placement
- **Document** icon  – takes you to the **Notes/Doc** page. This allows WPL staff to share documents with you that need to be accessed for some reason E.g. Orientation packages that need to be read and completed before you attend placement.





**Note:** If workplace learning staff have shared a document with you, a number will appear next to this icon letting you know that you have new documents to be read. The number advises you how many documents have been shared with you. For example the following icon indicates you have one new document 

## My Details Page:


1. Click on the **My Details** icon  located at the top of the **Home** page
2. You will then be taken to the **Details** tab of the **Student** page



Charles Sturt University

Home |  |  |  |  | Opportunities | Placement | Shortlist

Student

 **TESTER Brad**  
 Student Code: Brad  
 Date of Birth:  
 Suburb:

Details | Address | Placement | Enrolment | Notes/Docs

**View Details**

Student Code:	Title:	Given Name:*	Surname:	Other Name:
Brad	Mr	Brad	Tester	
DOB (d/mm/yyyy):	Gender:	Email:		
		<input type="text"/>		
Home Phone Number:	Mobile Phone Number:	Alternative Home Phone Number:		
Alternative Mobile Phone Number:	Allocation Address Type:	Status:*		
		Enrolled		
Full Time / Part Time:	Accepted Terms/Conditions:			
Full Time	True			
Primary Discipline Calculated:	Primary Discipline:			
Unassigned	*ENGINEERING			

[View Terms and conditions](#)

3. The top section of the **Details** tab provides basic information about yourself, e.g. Student Code (CSU Student id), Title, Given Name, Surname, DOB, Gender, Email address, Phone Numbers, Enrolment status and Primary Discipline.

**Note:** This information comes across from our student system so if there is incorrect information, you will need to contact student central on 1800 275 278 to update your information and it should update in InPlace the following day.

- If you scroll down the screen, fields relating to your course or discipline are shown in the bottom section of the **Details** tab. These fields are customised by the University and may differ depending on your course enrolment. There are two choices for viewing this information: **Table View** and **Classic View**. Click on the **Switch to Classic/Table View** link to toggle between the views.



Make Default [Switch to Table View](#)

**\*OCCUPATIONAL THERAPY (Discipline)**

PRE PLACEMENT REQUIREMENTS - Students must obtain to be eligible for Placement

National Police Check  
Yes

Attachment:  No file selected.   
[National Police Check.docx](#) - clear

NPC verified by NSW Health

First Aid Certificate  
Yes

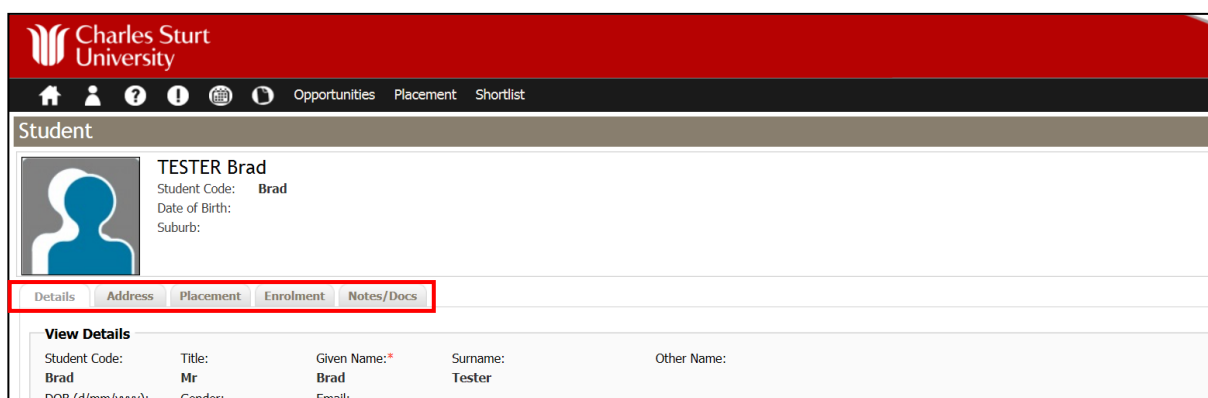
Expiry Date:   
 Attachment:  No file selected.   
[first aid certificates.pdf](#) - clear

Mental Health First Aid Certificate  
No

- Some of the customised fields that you may see on the **Student** page (as shown above in the screenshot) will relate to pre-placement requirements such as National Police Check information, First Aid Certificates, Working with Children Checks etc. Once again the information displayed will differ depending on the requirements of your discipline or course.

**Note:** These customised fields will only display when you are enrolled in a current workplace learning subject so if you cannot see any fields it may be because you are not enrolled in a workplace learning subject or your course does not use this feature.


- Further student information is contained in the different tabs located at the top on the **Student** page:



Charles Sturt University

Home | Profile | Help | Opportunities | Placement | Shortlist

**Student**

 **TESTER Brad**  
 Student Code: Brad  
 Date of Birth:  
 Suburb:

**Details** | Address | Placement | Enrolment | Notes/Docs

**View Details**

Student Code:	Title:	Given Name:*	Surname:	Other Name:
Brad	Mr	Brad	Tester	
DOB (d/mm/yyyy):	Gender:	Email:		

Tab	Description
<b>Details</b>	View your personal information and any Discipline specific fields
<b>Address</b>	Address details as listed on our student system, to change these please contact <b>Student Central</b>
<b>Placement</b>	Current and previous placement details recorded in InPlace
<b>Enrolment</b>	Current and previous enrolment information is displayed here.
<b>Notes/Doc</b>	You are able to add documents to your student file.

7. For more information on how to use other functions within the system, e.g placements, refer to the relevant Student InPlace guide.