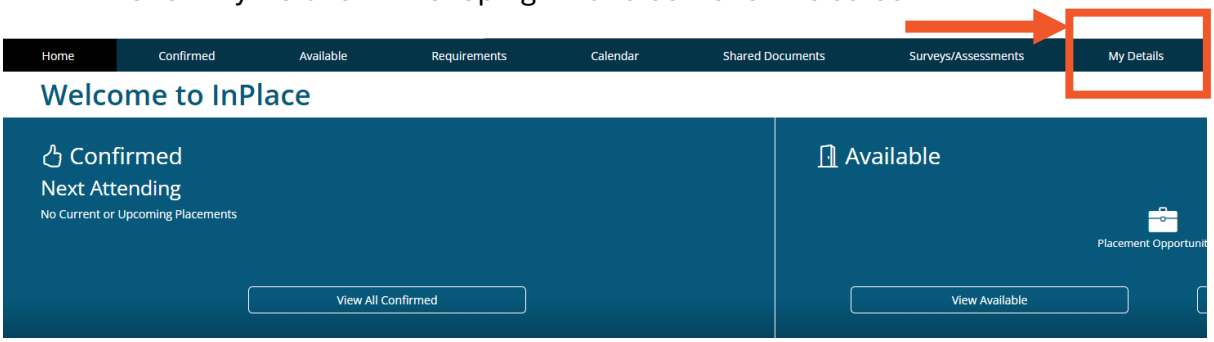
Adding your Study Access Plan (SAP) or Carer Support Plan (CSP) in InPlace

If you have a SAP or a CSP, it is important to share it with the teams that will be working with external providers to ensure your adjustments are met and that any extra support required is considered in the allocation process.

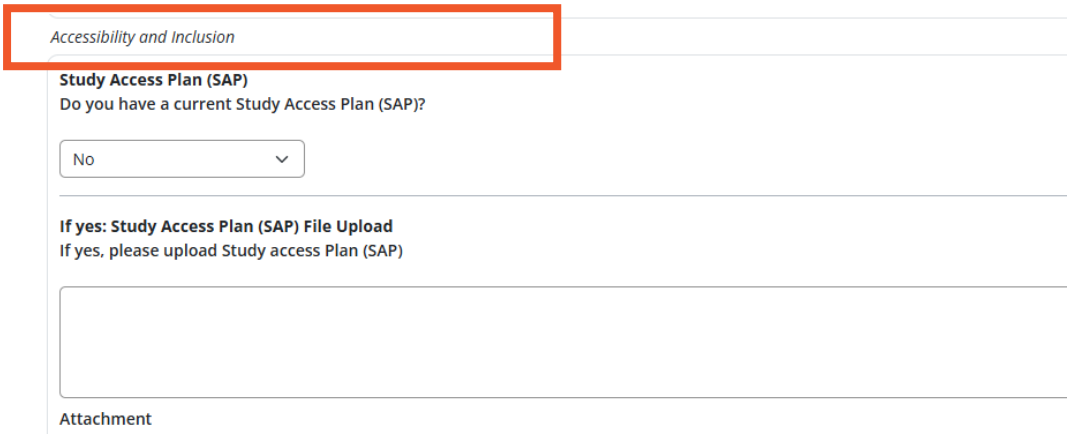
Step 1: Open 'My details'

1. Log into InPlace
2. Click 'My Details' in the top right hand corner of the screen

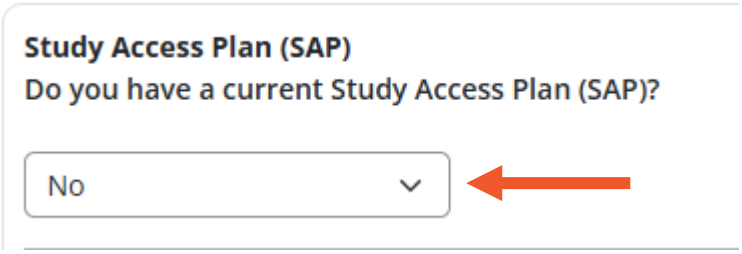


Step 2: Indicate you have a SAP or CSP

1. Scroll down to the section labelled Accessibility and Inclusion



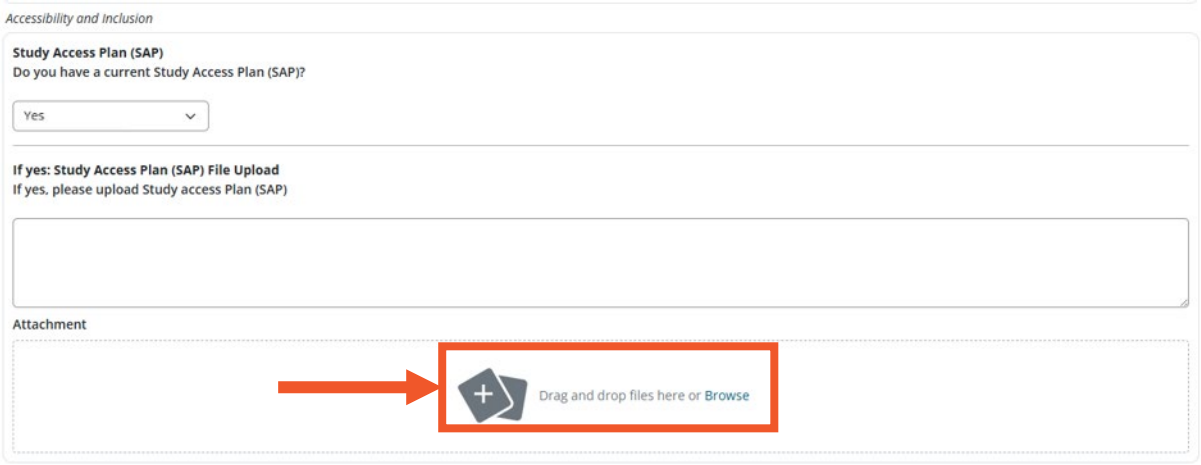
2. Click the drop-down menu where you are asked if you have a current Study Access Plan (SAP)?



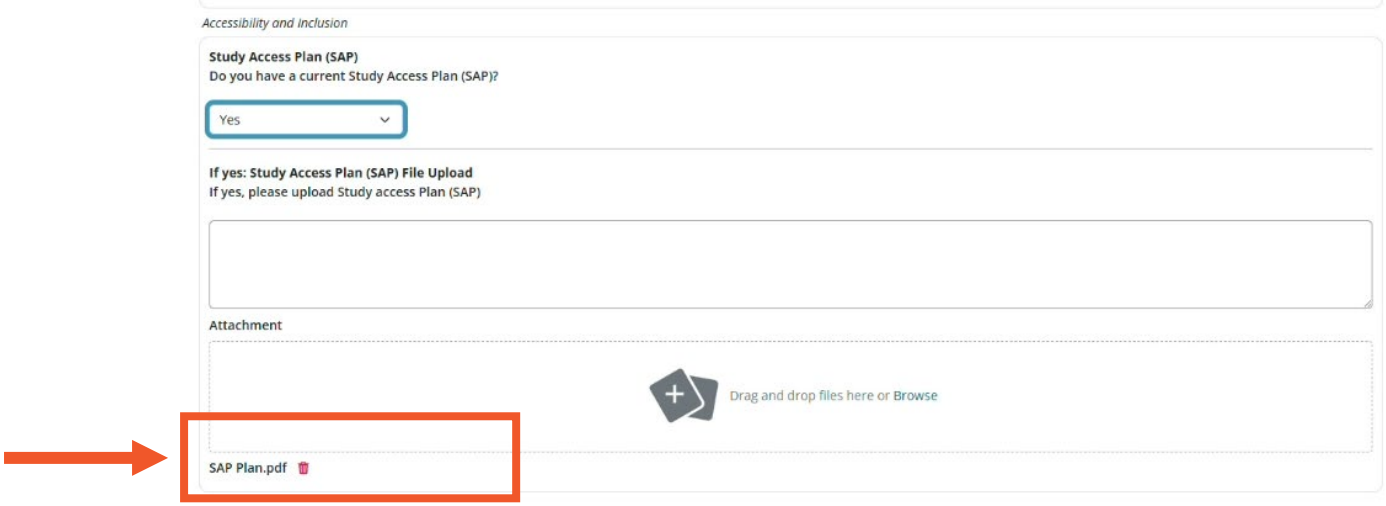
3. Select yes in the drop-down menu for both SAP and CSP.

Step 3: Uploading your plan

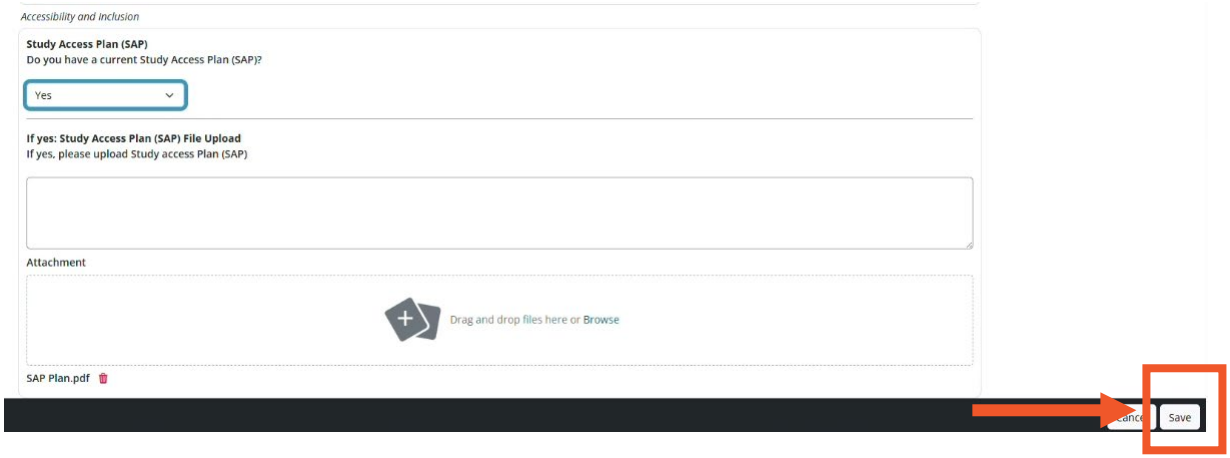
1. In the section labelled 'attachment' you can drag and drop your SAP or CSP file into the box OR you can click browse where you will be prompted to locate your saved file to upload



2. You will then see your file sitting under the attachment box



3. Press the save button located at the bottom right hand side of the page to make sure that your file is saved to your InPlace profile.



4. Please make sure to update this file every time you have a new plan developed with the accessibility and inclusion team