

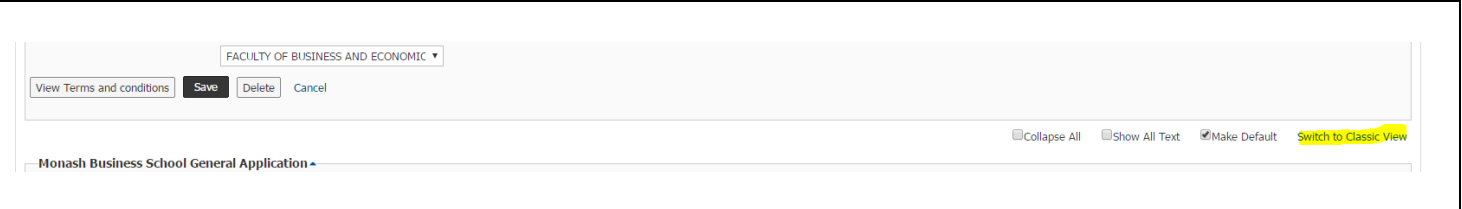
### Accessing InPlace

Step	Action
1	Log into your my.monash portal.
2	Select the <a href="#">Student Placements</a> link from the My Courses tile
3	From the InPlace Login screen click on Students.
4	You will automatically log into InPlace.
5	Click on the person icon in the top left corner to go to your Student Details page



### Step 1 - Complete your General Application information

Step	Action
6	Scroll down until you see the section heading "Monash Business School General Application" and then click on each row to complete the relevant information in each field.
7	Click on the link title 'Switch to Classic View'



### Complete all fields in this section as required. Note. Fields marked with an asterisk \* are mandatory

Monash Business School General Application

General Application questions

**Type of Internship:** Which type of internship do you want to apply for:\*

**Teaching Period:** Please specify the teaching period you are applying for:\*

**Course Major/Specialisation:** Please select your major/specialisation from the list below\*

MBS - Major/Specialisation

- Accounting
- Actuarial science
- Actuarial studies
- Applied economics
- Banking and finance
- Banking and financial management
- Behavioural commerce
- Business
- Business administration
- Business analytics
- Business and commerce
- Business law

8	Click save one you have finished populating each question.
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### Note. When selecting a type of internship or Teaching Period:

When you click save, an orange notification will display. This is a prompt to notify your WIL Placement Team that you've indicated interest in a WIL internship. See example below

Last Changed:	16/03/2017 3:26 PM
Last Changed By:	mbsstudent1 - MBS1 STUDENT
Verified:	<input type="button" value="No"/>
	Verification Changed: 16/03/2017 3:26 PM
	Verification Changed By: mbsstudent1 - MBS1 STUDENT
Verification Comments:	

## Step 2 – Apply for an internship self-placement

**For students who have selected 'Self Placement' from the Internship type field of the General Application**

Step	Action
<b>1</b>	Once you have completed your profile, click on the house  symbol in the top left hand corner of InPlace to return your homepage
<b>2</b>	Scroll to the section title Placement Requirements and you will now see a <span style="border: 1px solid #ccc; padding: 2px 10px; font-weight: bold;">Submit Self Placement</span> button
<b>3</b>	Once selected, a form will display on the page for you to complete.
<b>4</b>	Complete all required Placement Details fields (e.g. detail of the company and who you have been in contact with).
	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;">  <p>Student: _____</p> <p>Allocation Group: _____</p> <p>Agency: _____</p> </div> <div style="text-align: right;"> <p>Duration: _____</p> <p>Dates: none - none</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>Status: <span style="border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">DRAFT</span></p> <p><a href="#">Messages</a></p> </div> <p style="color: red; font-size: small;">(* required field)</p> <p><b>Placement Details</b></p> <p>Student: * Test Student (testtest)</p> <p>Allocation Group: * APC5044 - CAULFIELD - 7305 - (25/07/2016 to 21/10/2016)</p> <p>Placement Start Date (d/mm/yyyy): _____</p> <p>Placement End Date (d/mm/yyyy): _____</p> <p>Placement Duration: _____ Day</p> <p>Placement Times: <span style="border: 1px solid #ccc; padding: 2px 5px;">Select Placement Times</span></p> <p><b>Agency Details</b></p> <p>Agency Name: _____</p> <p>ABN Number: _____</p> <p><b>Agency Address</b></p> <p>Country: _____</p> <p>Apartment/Unit number: _____</p> <p>Street Number and Name: _____</p> <p>Suburb: _____</p> <p>State: _____</p> <p>Post Code: _____</p> <p><b>Agency Contact Details</b></p> <p>Title: _____</p> <p>Given Name: _____</p> <p>Surname: _____</p> <p>Business Phone: _____</p> <p>Mobile Phone: _____</p> <p>Business Fax: _____</p> </div>
<b>5</b>	Click 'submit' button to send to the Arts Internship Office for review
	Once submitted, the application will be in a state of Pending. Once the WIL Placements Team have reviewed your application, it will be updated with one of the following statuses: <b>Incomplete</b> – The application is not complete and needs further detail added/edited <b>Not Approved</b> – The application has not been approved by your Faculty <b>Successful</b> – The application has been confirmed by your Faculty