

### Accessing InPlace

Step	Action
1	Log into your my.monash portal.
2	Click on My Courses tile and select Student Placements
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



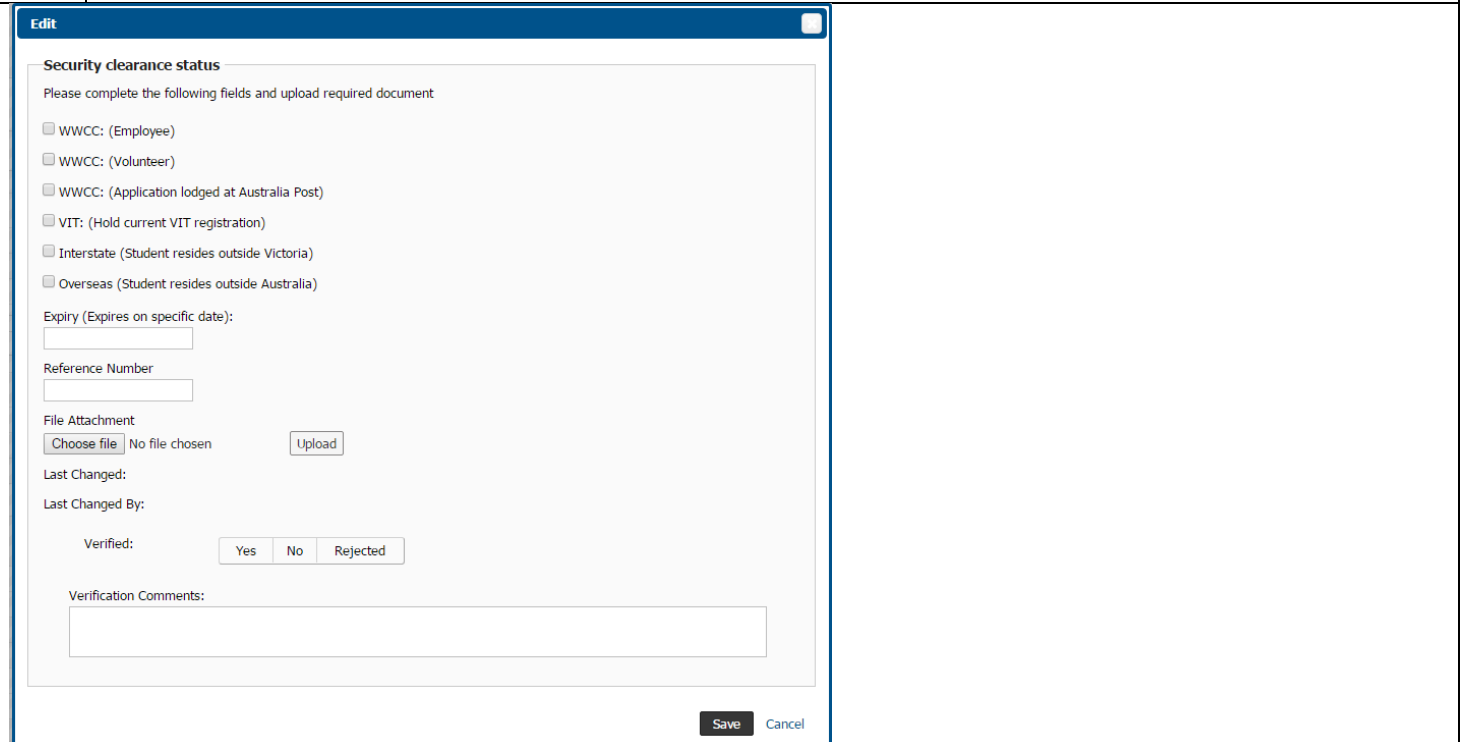
### Accessing the WWCC upload feature

Step	Action
6	Scroll down until you see the section heading "FACULTY OF EDUCATION (Discipline)" and then click anywhere in the row titled "Security Clearance Status":



### WWCC upload

Step	Action
7	Select the type of Security Clearance you have by checking the appropriate box
8	Enter the expiry date if known
9	Enter the reference number for your card or application
10	Upload a copy of the card or application by clicking on choose file, opening the appropriate file and then clicking Upload.
11	Click Save



After clicking Save the “Please upload your WWCC document” row will look similar to that below with the Verified status showing as “No”

FACULTY OF EDUCATION (Discipline) *				Verified
Description	Value	Expiry		
FOR ALL EDUCATION PLACEMENTS				
Please upload your WWCC document	WWCC: Completed (V)	<span style="color: green;">●</span> 21/10/2016 <span style="font-size: small;">✎ #</span>		<b>No</b>
Transport mode	Unknown			

### Verification Process

Once you have entered your WWCC details the Professional Experience Office will review them. Once reviewed, the verified status will be updated to either:

- Yes = which means the details entered have been accepted and no further action is required
- Rejected = which means the details have not been accepted and further action is required. You will be able to view comments on why it has been rejected by clicking anywhere in the “Please upload your WWCC document” row. Note. Notification of any rejected documents will also display on your homepage as a quick reference for you.