
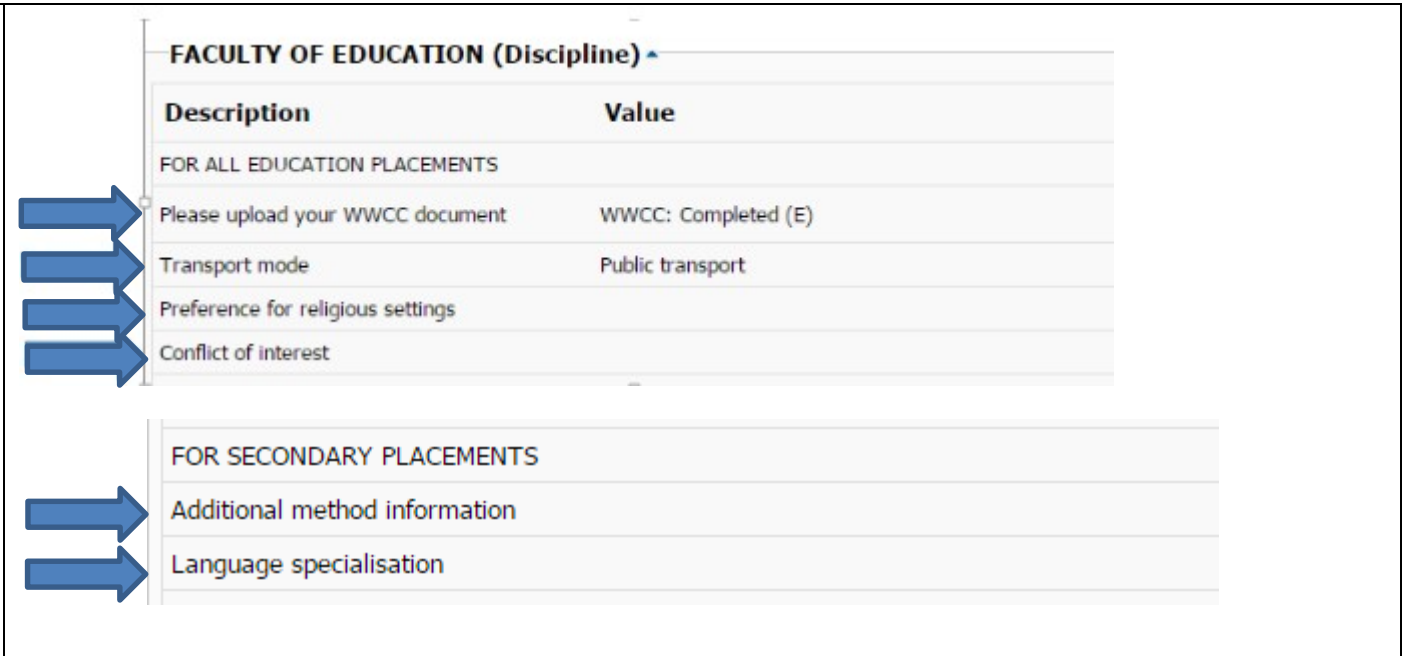
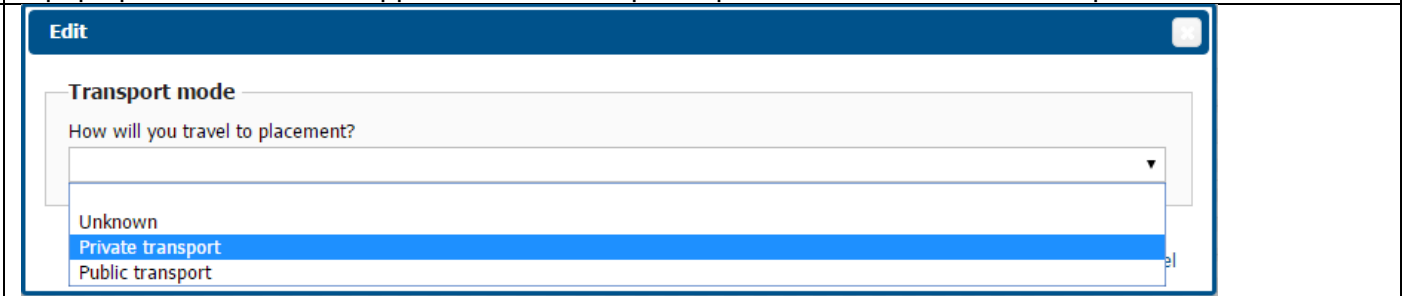


Accessing InPlace	
Step	Action
1	Log into your <a href="http://my.monash">my.monash</a> portal.
2	Click on My Courses tile and select Student Placements
3	From the InPlace Login screen click on Students.
4	You will automatically log into InPlace.
<p>Login to InPlace</p> <p>Please select your account type</p> <p><b>Students</b></p> <p>Staff</p> <p>Administrator</p>	
5	Click on the person icon in the top left corner to go to your Student Details page
	

Check your address details are correct?	
Step	Action
6	<p>Click on the Address details – <b>check your home address is correct.</b></p> <p>Your home address is the location that will be used to allocate your placement.</p> <p>If your address is incorrect you must update this in <a href="#">WES</a> (this will then update in InPlace)</p>
7	<p>Fields to Update in InPlace</p> <ul style="list-style-type: none"> <li>• Upload your Working with Children Check – for additional information on obtaining this <a href="#">click here.</a></li> <li>• Enter the method of transport you will use to travel to your placement</li> <li>• Please advise of your preference for religious settings (or opt-out)</li> <li>• List any local schools where you have family members attending and/or working</li> <li>• Additional method information – where your method is Music/ Visual Art please provide more detailed information</li> <li>• Language specialisation – where you will teach languages, please provide further information</li> </ul>

	 <p><b>FACULTY OF EDUCATION (Discipline)</b></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td colspan="2">FOR ALL EDUCATION PLACEMENTS</td> </tr> <tr> <td>Please upload your WWCC document</td> <td>WWCC: Completed (E)</td> </tr> <tr> <td>Transport mode</td> <td>Public transport</td> </tr> <tr> <td>Preference for religious settings</td> <td></td> </tr> <tr> <td>Conflict of interest</td> <td></td> </tr> </tbody> </table> <p>FOR SECONDARY PLACEMENTS</p> <table border="1"> <tbody> <tr> <td>Additional method information</td> <td></td> </tr> <tr> <td>Language specialisation</td> <td></td> </tr> </tbody> </table>	Description	Value	FOR ALL EDUCATION PLACEMENTS		Please upload your WWCC document	WWCC: Completed (E)	Transport mode	Public transport	Preference for religious settings		Conflict of interest		Additional method information		Language specialisation	
Description	Value																
FOR ALL EDUCATION PLACEMENTS																	
Please upload your WWCC document	WWCC: Completed (E)																
Transport mode	Public transport																
Preference for religious settings																	
Conflict of interest																	
Additional method information																	
Language specialisation																	
8	<p>Click on each field under the relevant heading/s A pop up window will then appear which will request specific information. For example:</p>																
																	
9	<p>Complete the information as requested.</p>																
10	<p>As you save each answer as you go, you can simply log out once you have finished. If however you have switched your screen to the Classic view, you will need to click on the save button at the bottom of the page.</p>																