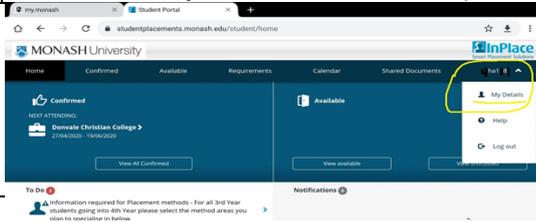


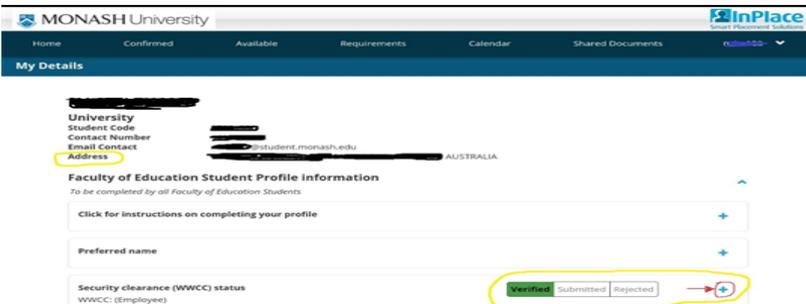
Accessing InPlace

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 My Details link on the drop down box in the top Right corner to go to your Student Details page



Accessing the Security clearance (WWCC) Status

Step	Action
6	Scroll down until you see the section heading "Faculty of Education Student Profile Information" and then click on the + in the "Security Clearance (WWCC) Status" section:



	Action
7	Select the type of Security Clearance (Volunteer or Employee) you have by checking the appropriate box
8	Enter the expiry date if known
9	Enter the reference number for your card (xxxxxxxA-01)
10	If you have a VIT card or you are an Interstate student, please upload a copy of your card or application in the attachment section (only the front side of your card with your picture is required)
11	Your Security clearance will not change to Verified until we have approved from our end (can take up to 2 weeks)

Security clearance (WWCC) status Verified **Submitted** Rejected

WWCC: (Volunteer)
Expires 27/02/2025
#

Please complete the following fields and upload required document

WWCC: (Volunteer) ✕

Expiry
27/02/2025

Reference Number
1234567A

Attachment
Select or drag a file

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:

- Verified = 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. When a student obtains a new card (eg changes from Volunteer to Employee) his/her previous card becomes invalid, please provide details of your most recent card. Rejection may also be due to an expired card number, an incorrect reference number or an invalid surname.