

## Instructions for Uploading Your Immunisation Compliance Documents

1. Log into InPlace
2. Click on the My Details Icon
3. In the Details tab, scroll to the first section which is applicable to all Education students
4. Click on the 'Immunisation Compliance uploaded' field and you will see a pop up box

**Faculty of Education Student Profile information** ▶

**To be completed by all Faculty of Education Students** ▶

Description	Value
Click for instructions on completing your profile	
Notes on file	No
Security clearance (WWCC) status	
Security clearance details	
Immunisation Compliance uploaded	No
Transport mode	Unknown
Region	<input type="checkbox"/> Please tick the box and upload a copy of your immunisation compliance document
Has an application been submitted?	No
Student application details	
Has a special program application been submitted?	No
Special programs application	
NOC	No
Conflict of interest	
Languages Spoken (Education students)	
Preference for religious settings	

5. Tick the box. Click on Choose File and select your copy of the immunization compliance document. Click on Save.

The screenshot shows a pop-up window titled "Edit" with a close button (X) in the top right corner. The window contains the following elements:

- A header section: **Immunisation Compliance uploaded**
- A text box containing the instruction: "Please tick the box and upload a copy of your immunisation compliance document". A red arrow points to a small checkbox on the left side of this text box.
- A "File Attachment" section with a "Choose file" button (disabled), the text "No file chosen", and an "Upload" button. A red arrow points to the "Upload" button.
- Fields for "Last Changed:" and "Last Changed By:".
- A "Verified:" section with three buttons: "Yes", "No", and "Rejected".
- A "Verification Comments:" section with a text input field.
- At the bottom right, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.