



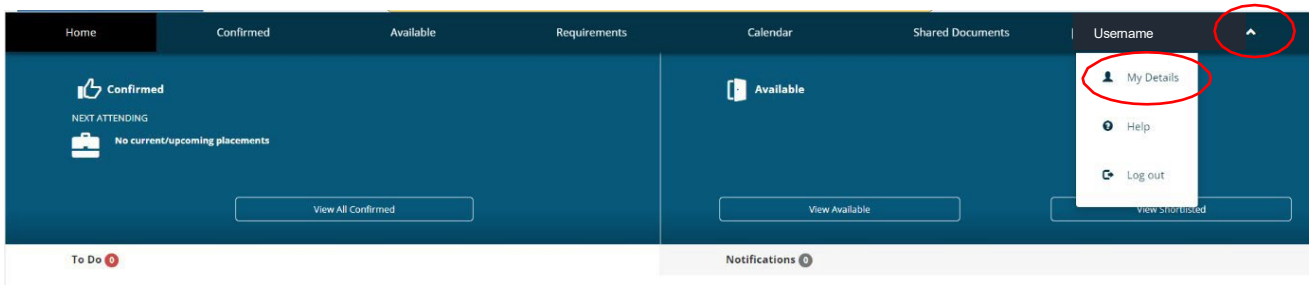
## How to upload vaccination documents to InPlace

To access InPlace, simply type 'InPlace' into the QUT HiQ search field or follow [this link](#).

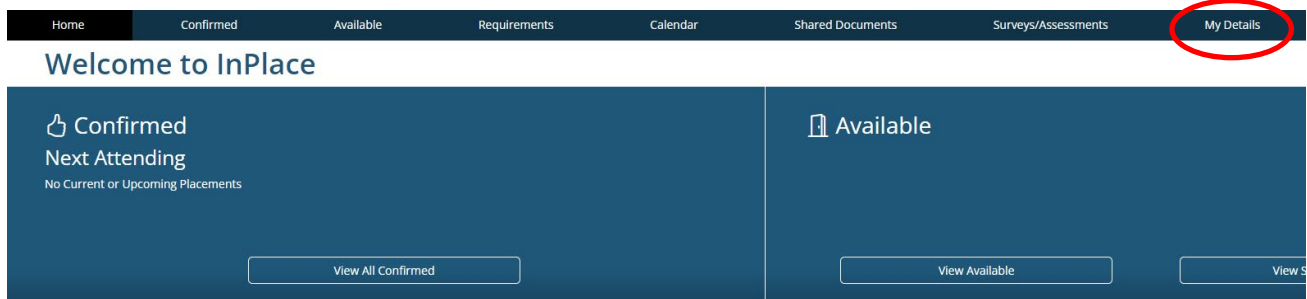
**Step 1:** Log in to InPlace using your student log in details.

**Step 2:** Click the drop-down arrow next to your username, located in the top right corner of the page.

**Step 3:** Select 'My Details'



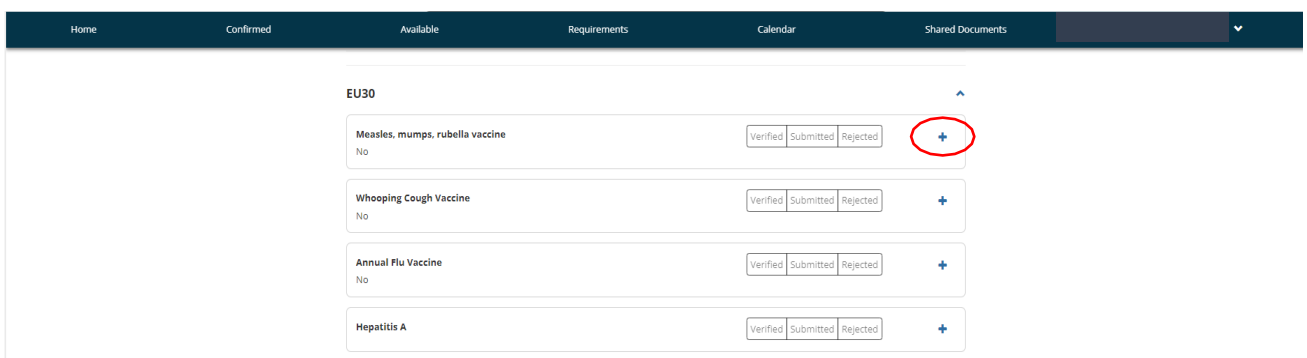
**NB.** Some views may show 'My Details' in the top menu without having to select via your username.



Your view of the My Details page will vary slightly based on your enrollment. Here you can upload applications for interstate and rural placements, and if you are an early childhood student, it is here you upload your mandatory vaccination documentation.

**Step 4:** Scroll down the page until you find the appropriate field, i.e., Measles, mumps, rubella vaccine \*

**Step 5:** To upload a document, click + next to the requirement.



**Step 6:** Click 'Select or drag a file' to upload document. **\*\*Do not add an expiry date or select any check boxes.**

**Step 7:** Click 'Submit'.

Repeat for all required documentation.

EU30

Measles, mumps, rubella vaccine

Verified Submitted Rejected

No

Has been vaccinated for measles, mumps, rubella

Expiry

Attachment

Select or drag a file

Submit Cancel Reset

**IMPORTANT:**

The Professional Experience Office will reject any document that does not meet the requirement. If rejected, it will appear in the 'To Do' Section of your home page. You can click either link to take you to the requirement, and here you can upload a new document.

Welcome to InPlace

Confirmed  
Next Attending  
No Current or Upcoming Placements

View All Confirmed

Available

View Available View Shortlisted

To Do 2

- Verification of Hepatitis A is Rejected. Feedback: >
- Information required for Early Childhood - Early Childhood >

Notifications 0

NB. Interim and Final Reports are not uploaded in the My Details section.

Please do not upload your Blue Card to InPlace. To link your Blue Card please visit [Blue cards - Student - QUT Portal](#)