

Queensland University of Technology Faculty of Creative Industries, Education and Social Justice Kelvin Grove campus Victoria Park Road Kelvin Grove Qld 4059 Australia www.qut.edu.au

## 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'

Home	Confirmed	Available	Requirements	Calendar	Shared Documents	Usemame	<b>^</b>	
	l L/upcoming placements			Available		My Details Help		
-		w All Confirmed		View Avail	able	C Log out		
To Do 🗿				Notifications 🗿				

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

Home	Confirmed	Available	Requirements	Calendar	Shared Documents	Surveys/Assessments	My Details
Welco	me to InPla	ce					$\smile$
合 Confil Next Atte No Current or Up					<u> Avai</u> lable		
		View All Confirme	1		v	iew Available	View S

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.

Home	Confirmed	Available	Requirements	Calendar	Shared Documents	~	
		EU30			^		
		Measles, mumps, rubella vaccine		Verified Submitted Rejected	*		
		Whooping Cough Vaccine		Verified Submitted Rejected	+		
		Annual Flu Vaccine No		Verified Submitted Rejected	+		
		Hepatitis A		Verified Submitted Rejected	+		

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

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Step 7: Click 'Submit'.

Repeat for all required documentation.

## EU30

<b>Measles, mumps, rubella vaccine</b> No	Verified Submitted Rejected
Has been vaccinated for measles, mumps, rubella	
Expiry	<b>i</b>
Attachment	
🛃 Select or dra	ag a file
Submit Cancel <u>Reset</u>	

## **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 No Current or Upcoming Placements		<u>က</u> ြ Available	
View All Comment		View Available	View Shortlisted
To Do 🛿		Notifications 👩	
2 Verification of Hepatitis A is Rejected. Feedback:	>		
2 Information required for Early Childhood - Early Childhood	>		

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 <u>Blue cards - Student - QUT</u> <u>Portal</u>