1. INTRODUCTION

The InPlace Work Place Learning system is used to manage all aspects of student Workplace Learning at CSU. InPlace simplifies and streamlines the placement process, by creating a one stop meeting place between all the different parties (students, agencies and staff) allowing easy communication and quick resolve. Study Visit registrations are now available within our placement system InPlace. As this is a one stop placement system for the entire university the terminology used may be confusing.

When Students first log in, students will be asked to accept the Terms and Conditions of InPlace.

2. ACCESSING INPLACE

Compatibility: IE8 and above, Mozilla Firefox, Chrome
Students can access InPlace at: https://myworkplacelearning.csu.edu.au and will see the following screen:

Click on Staff and Students

Enter your CSU credentials (Username and Password) and select LOGIN NOW.
3. **MAIN MENU – HOME PAGE**

After logging in, the first screen students will view is the home page.

Self Selectable Placement is the terminology used for our Study Visits. STYVST = Study Visit, therefore this (below) will be listed under your Placement Requirements.

4. **SELECTING YOUR PREFERRED STUDY VISIT**

Select Preferred Placement

   a. To register your study visit preference please click on the Submit Self Placement button
b. Nominate from the listed available spots which Study Visit you would like to go to. **Please note**, you may have to scroll through a number of pages as each available place for each study visit is listed e.g. 60 spaces available for Sydney 1 Study Visit.

![Filter-Selectable Placements](Image)

If this is the correct Study Visit you would like to attend please select Nominate.

c. Once you select your desired Study Visit you will see the details of the study visit as below.

![Placement Details](Image)
d. Once you have nominated a site, you will see it listed on your InPlace homepage as pending, which will stay that way until your nominated study visit (listed as Nominated Placement) is approved by the Professional Experience Officer.

![Nomination Table]

<table>
<thead>
<tr>
<th>Study Visit</th>
<th>Dates</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>STYVST 2016</td>
<td>09/11/2015 - 12/05/2016</td>
<td></td>
</tr>
</tbody>
</table>

e. Once approved, you will receive an email confirmation and your successfully nominated Study Visit will be viewable on your homepage as this below.

![Upcoming Placements Table]

5. **CHANGING STUDY VISITS**

If for some reason you need to withdraw out of your nominated study visit or change the location of where you are going please contact the Professional Experience Officer immediately on profexp@csu.edu.au