

InPlace Student User Guide

Uploading documents to the InPlace Student Portal

InPlace is RMIT's online system for students to manage their WIL activities.

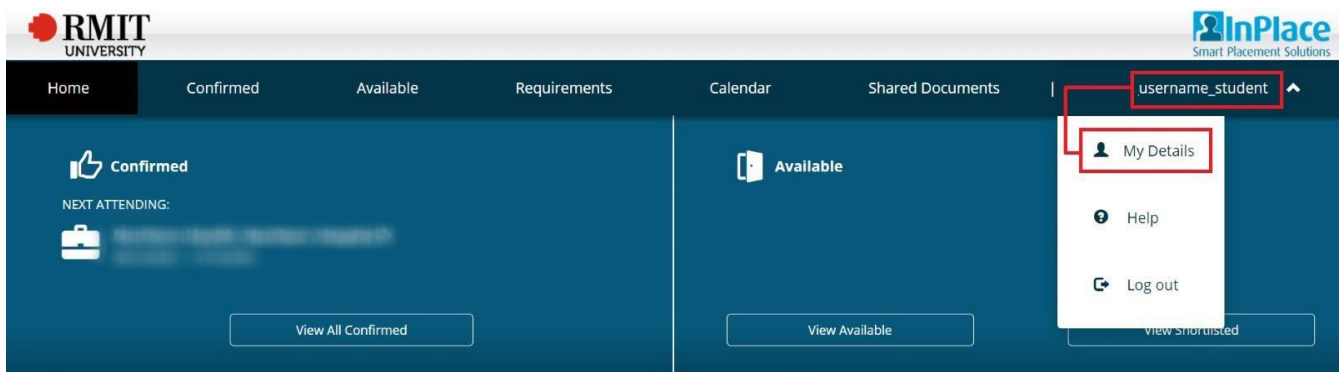
Please follow the below instructions to provide required documentation via InPlace:

1. Log in to the InPlace Student Portal at <https://wil.rmit.edu.au>

Log in tips:

- Please click on the 'Staff and Students' button and login using your current RMIT student number and password
- If it's your first time logging in, review the InPlace terms and conditions and click on the 'Accept' button to access your Home page
- If you are unable to log in, please try clearing your web browser cache and cookies, and/or try a different browser

2. Navigate to the **My Details** section of your Home page



3. Scroll down to the section that requires attention and click on its plus icon + to expand it

The screenshot shows the RMIT InPlace interface. At the top, there are logos for RMIT UNIVERSITY and InPlace Smart Placement Solutions. Below the logos is a navigation bar with links: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown for 'username_student'. The main content area is titled '(Global)' and contains a list of COVID vaccination records. Each record has a title, three status buttons (Verified, Submitted, Rejected), and a plus icon. The first record, 'COVID Vaccination: First Dose', is expanded, and its plus icon is highlighted with a red box. The other records are 'COVID Vaccination: Second Dose', 'COVID Vaccination: Third Dose', and 'COVID Vaccination: Medical Exemption'.

4. To upload relevant documents:

- Drag the required documents into the section **Select or drag a file**
- Or click on the **Select or drag a file** section and navigate to the file on your computer

The screenshot shows the RMIT InPlace interface with the 'COVID Vaccination: First Dose' record expanded. The record title is at the top, followed by status buttons (Verified, Submitted, Rejected) and a minus icon. Below the title is a text field for the date and name of the vaccine manufacturer, with instructions: 'Please enter the date that you received your first COVID vaccination, enter the name of the vaccine manufacturer in the 'Comments' field and upload your vaccination certificate. If you have not received your first dose, please enter the date of your appointment in the first field.' Below this is a 'Comments' field with a character limit of 500. At the bottom of the record is an 'Attachment' section, which is highlighted with a red box. It contains a dashed border and the text 'Select or drag a file'. Below the attachment section are buttons for 'Submit', 'Cancel', and 'Reset'.

5. Enter any required information or additional comments
6. Click **Submit** to complete the process.

Please note: You can click **Reset** to revert to the default values

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Home Confirmed Available Requirements Calendar Shared Documents | username_student ▾

(Global) ▲

COVID Vaccination: First Dose Verified Submitted Rejected -

Please enter the date that you received your first COVID vaccination, enter the name of the vaccine manufacturer in the 'Comments' field and upload your vaccination certificate. If you have not received your first dose, please enter the date of your appointment in the first field.

Comments (Maximum 500 characters)

Attachment

📎 Select or drag a file

Submit ✖ Cancel Reset

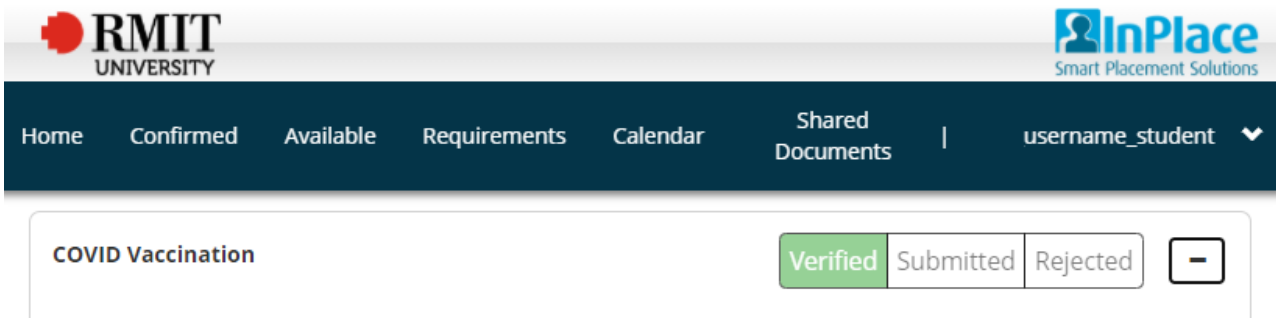
7. After you have clicked **Submit**, the '**Submitted**' text box will change to blue

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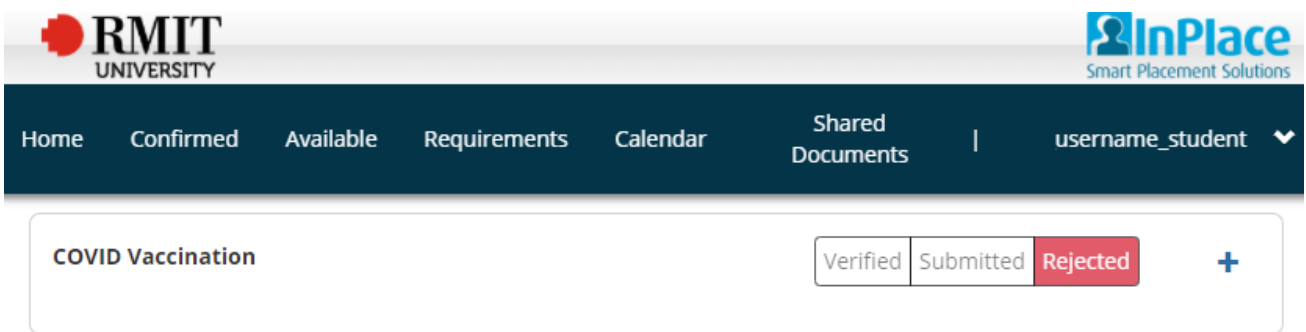
Home Confirmed Available Requirements Calendar Shared Documents | username_student ▾

COVID Vaccination Verified Submitted Rejected -

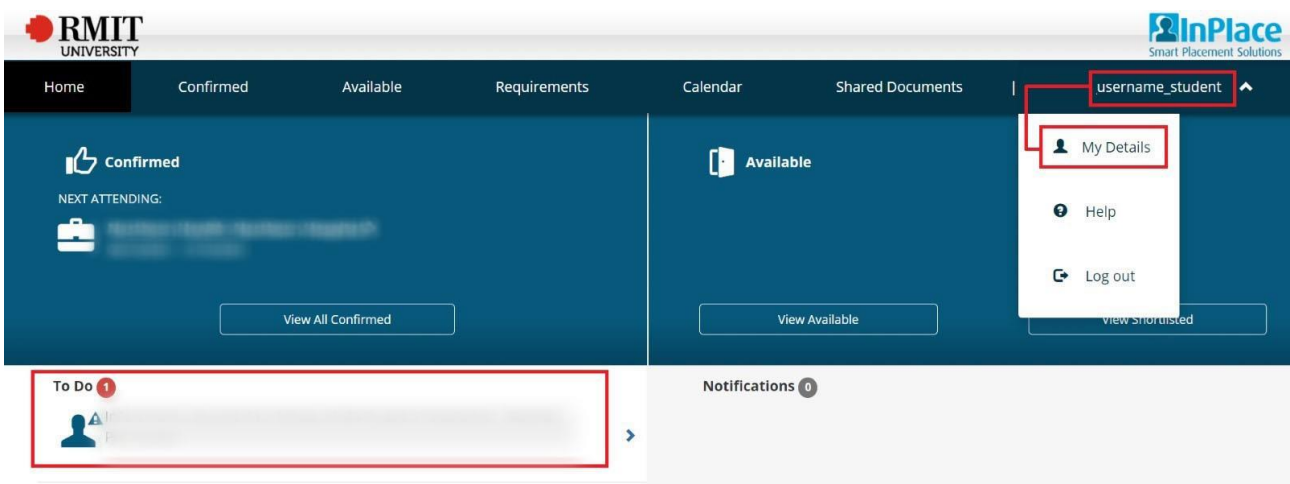
8. After you have clicked **Submit**, your document may then go to your School's WIL Team for manual verification. Once your document has been manually verified, the '**Verified**' text box will change to green.



9. If you haven't provided the information required or if your documents are incorrect, your School's WIL Team will mark this as 'Rejected' (the **'Rejected'** text box will turn to red).



10. If you need to re-submit your documents, please complete these steps again to submit the correct documents and provide the required information. You can navigate back through **My Details** or by clicking on the **To Do** alert on your Home page.



For further assistance contact your [School's WIL team](#) or contact the InPlace Support Team at inplace.support@rmit.edu.au