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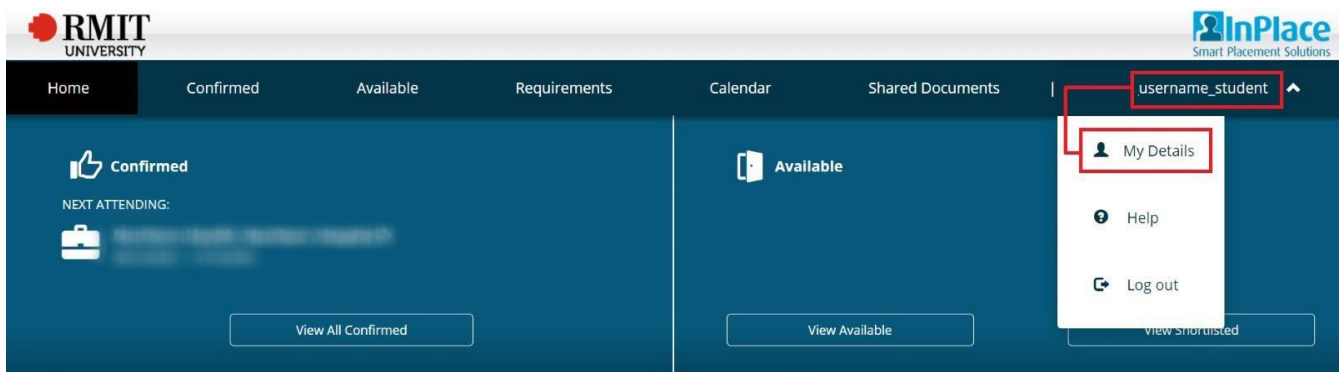
3. Scroll down to the section that requires attention and click on its plus icon **+** to expand it

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

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*

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

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.
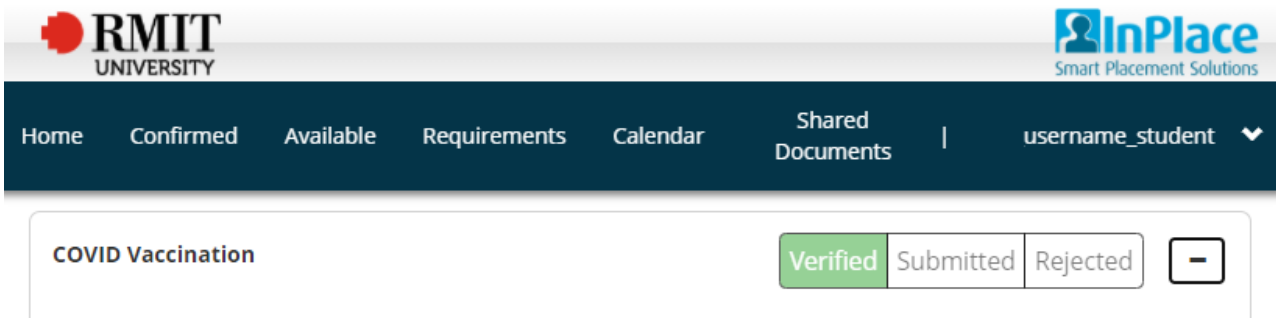
9. If you haven't provided the information required or if your documents are incorrect, your School's WIL Team will mark this as 'Rejected' (the '**Rejected**' text box will turn to red).
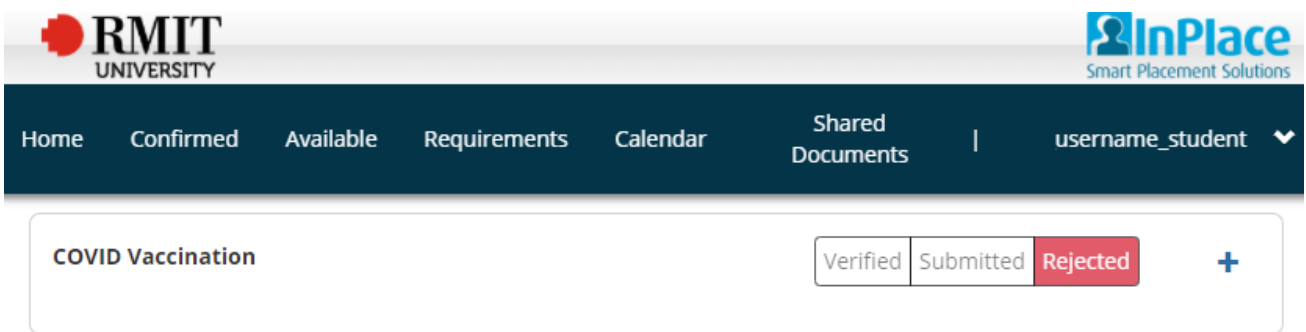
10. If you need to re-submit your documents, please complete these steps again to submit the correct documents and provide the required information. You can navigate back through **My Details** or by clicking on the **To Do** alert on your Home page.
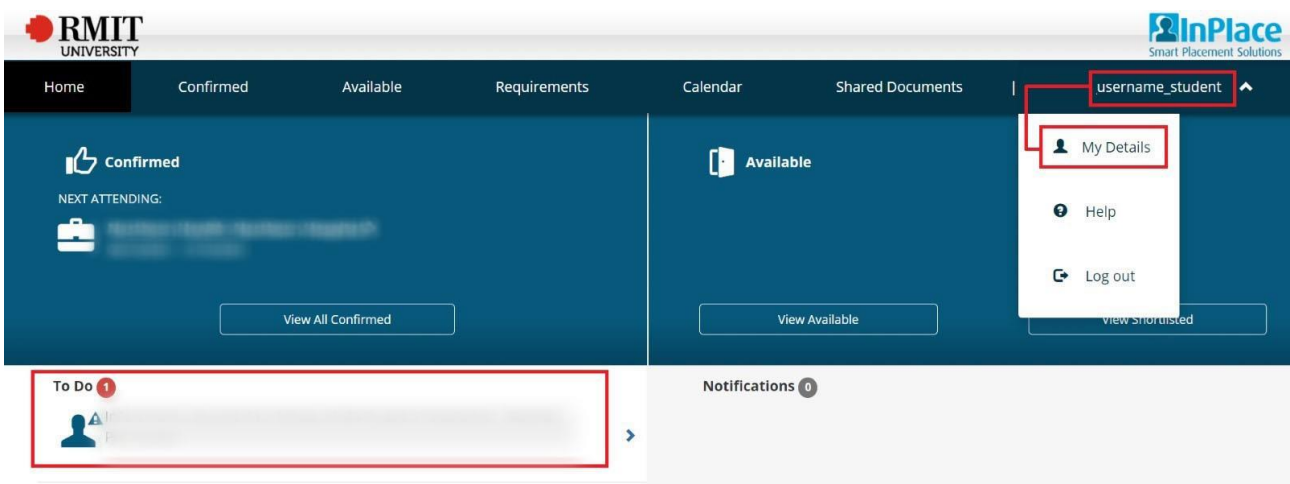
For further assistance contact your School's WIL team or contact the InPlace Support Team at inplace.support@rmit.edu.au