



InPlace Network User Guide for Students



What is my username?

Your Username will be the email address which you received the account activation email.



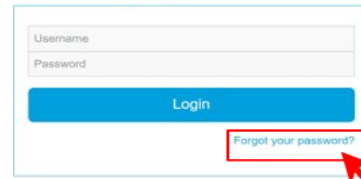
What is my password?

Your password is created by yourself as part of the account activation. If you do not activate your account in 48 hours after receiving the email, the password creation link may expire.



My account activation link is expired, or I forgot my password?

Click the 'forgot your password?' to receive a reset email and follow the instructions.

A screenshot of a login form with two input fields labeled 'Username' and 'Password'. Below these fields is a blue 'Login' button. To the right of the 'Login' button is a red-bordered link that says 'Forgot your password?'. A red arrow points to this link.

I have not received an account activation email?

Please check your junk and spam folders. If it is nowhere to be found, contact the Placement Coordinator /Team.



Helpful Tips!

- 1 Confirm that you are using the correct URL:
<https://student-us.inplacenetWORK.com>
- 2 Clear your browser cache.
- 3 Attempt logging in using Incognito Mode.
- 4 Capture a screenshot of your screen, making sure the URL is visible.
- 5 Share the screenshot and any relevant information with your student placement coordinator.

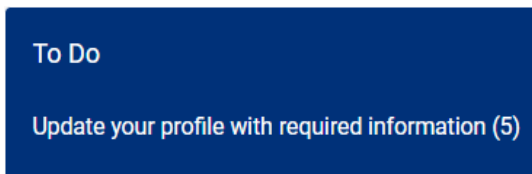
Student Dashboard

Overview

When you first log into InPlace Network, you will see your **Student Dashboard**. Here you can access your profile (1) and make any necessary updates. This page provides details on items that require your attention (2), details of your placements (3) and any notifications (4).

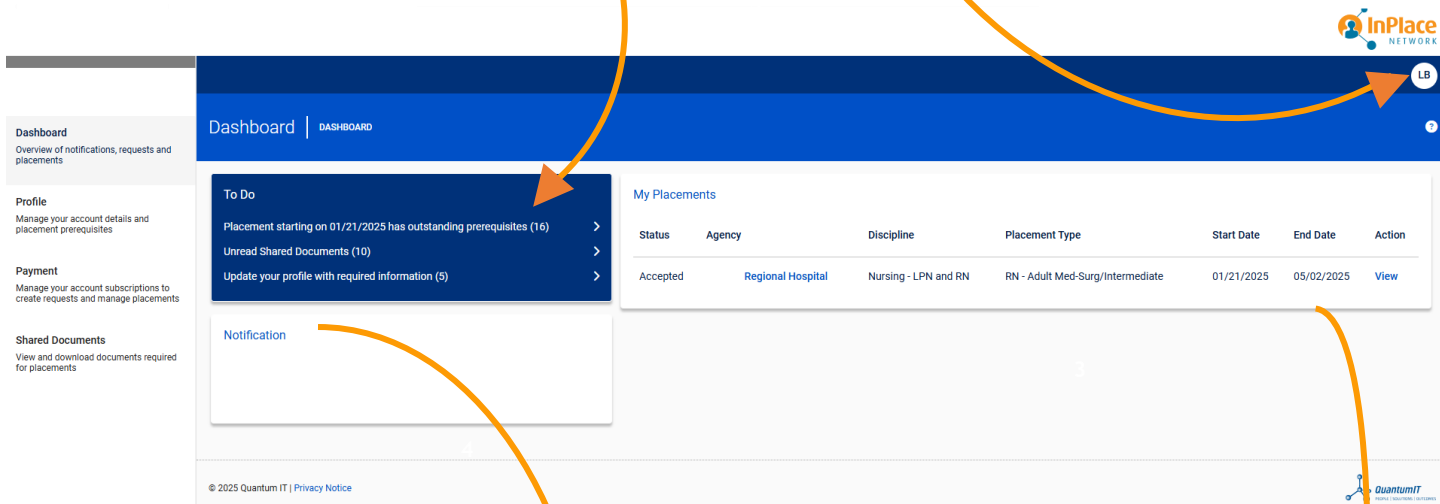
2 To Do

Prior to placement, access and submit prerequisites to the relevant parties.



1 Profile

Review and update your profile including your emergency contact details and address.



4 Notifications

Account notifications: Emails, timesheets, surveys and reminders for pre/post-placement tasks.

Notification (1)

1 - 1 of 1

Please manage your placement timesheet & roster. [View placement](#)

3 Placement

Any approved placements will appear here.

My Placements

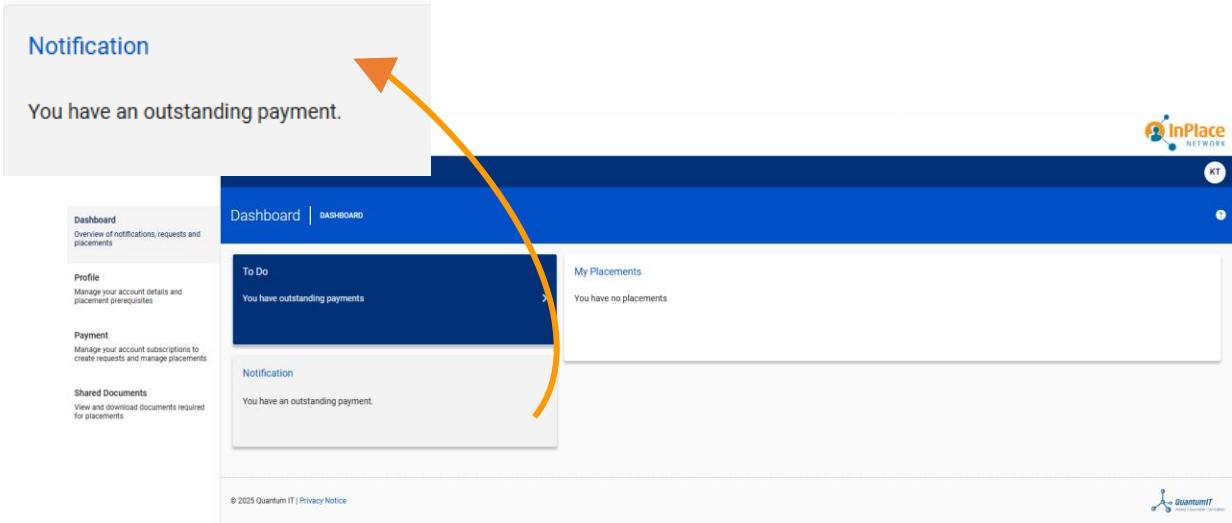
Status	Agency	Discipline	Placement Type	Start Date	End Date	Action
Accepted	Regional Hospital	Nursing - LPN and RN	RN - Adult Med-Surg/Intermediate	01/21/2025	05/02/2025	View

Student Subscription Plan

On your Student Dashboard you will see an outstanding payment notification (1)*. You can pay your student subscription by clicking on the Payment tab on the menu bar. Click Pay and enter the required fields at checkout (2).

**only applies if the Education Provider is not covering student costs.*

1 Notification



2 Payment/Checkout

Plan Type	Plan Name	Duration	Date	Amount	Action
Subscription: StudentAccess	InPlace Software Subscription Plan	12 months	07/01/2024 - 06/30/2025	\$35.00	Pay

A screenshot of the InPlace Network checkout page. The page has a blue header with the InPlace Network logo. The main content area is divided into two columns. The left column contains 'Student Access Details' with fields for Education Provider, Year Level, Discipline, Priority Type, and a plan selection. The right column contains 'Payment Method' with a 'Pay with card' button, card number, expiration date, and CVV fields. Below the payment method is a checkbox for 'I agree to the Plan Terms and Conditions'. At the bottom left is a 'Plan Details' section with a table showing the subscription cost. At the bottom right are 'BACK' and 'SUBMIT PAYMENT' buttons.

Student Access Details	
Education Provider	Year Level
Discipline	
Nursing - LPN and RN	
Priority Type	
Select a plan:	
<input checked="" type="radio"/> InPlace Software Subscription Plan - \$35.00 Valid for 12 Months (2024-07-01 - 2025-06-30)	

Payment Method	
<input type="button" value="Pay with card"/>	
Card Number	
555	
Expiration Date (MM/YY)	CVV (3 digits)
01 / 26	555
<input checked="" type="checkbox"/> I agree to the Plan Terms and Conditions	

Plan Details	
Name	
InPlace Software Subscription Plan	
Description	
Subscription plan to be used by all clients where student based payments are made to InPlace Software	
Costs	
Student Subscription (\$35.00 USD Flat Rate)	\$35.00 USD
Subtotal	\$35.00 USD

Placement Details

Overview

If your request is approved, you can view your placement details by clicking on 'View' on the right-hand side of your 'My Placements' section of your **Dashboard**.

Please refer to the post notes at the bottom of the page for further details on screen functionality.

Placement Details | DASHBOARD / PLACEMENT / PLACEMENT DETAILS

PLACEMENT DETAILSDOCUMENTS

Placement Details1

StatusAccepted

Duration10 Days

Placement TypeAPRN - Acute NP

Placement Dates01/06/2025 - 01/19/2025

10 East Med-Surg/IMC

No phone information

No website information

Placement Contacts3

InPlace AdminSystem Administrator

Schedule5

First day01/06/2025

Last day01/19/2025

Required duration10 Days

Allocated duration1 Days
Insufficient days

<Roster - Week 1>

Day	Agency	Shift	Timesheet	Action
Mon, 6 Jan	10 East Med-Surg/IMC	Day: 09:00 - 17:00		Edit Roster
Tue, 7 Jan	Not Scheduled			Edit Roster
Wed, 8 Jan	Not Scheduled			Edit Roster
Thu, 9 Jan	Not Scheduled			Edit Roster
Fri, 10 Jan	Not Scheduled			Edit Roster
Sat, 11 Jan	Not Scheduled			Edit Roster
Sun, 12 Jan	Not Scheduled			Edit Roster

Prerequisite4

Name	Info Supplied	Status	Verified	Action
Annual COVID Vaccine	10/01/2025			Edit Preview
Background Checks (4)	11/11/2025			Edit Preview

1 Placement Details

- Placement Type
- Start/End Date
- Duration
- Allocated Supervisor/s

2 Location Details

- Location Address
- Clinic/Service
- Phone Number
- Website

3 Agency Details

Contact the Agency for InPlace Network and pre-placement queries.

4 Prerequisite

Lists the prerequisites completed and if any are outstanding

5 Schedule

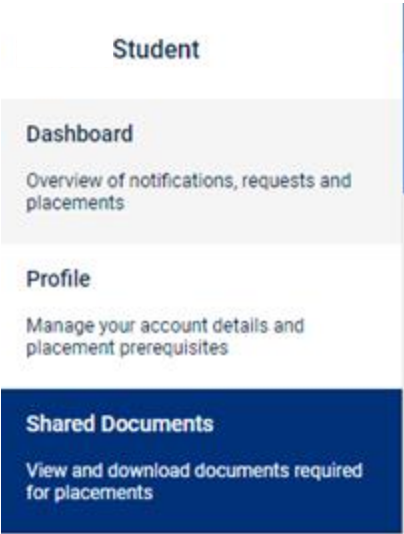
Check your roster for placement shift start and end times.

Shared Document







Overview

From your Dashboard, click on the left-hand side menu option 'Placement' then 'Shared Documents'. Here you can view the shared documents relevant to your placement prerequisites.

Step 1: Click on the Shared Documents tab.



Step 2 : View or Download any Shared Documents that are relevant to your placement.

Shared Documents DASHBOARD / PLACEMENT / SHARED DOCUMENTS			
Name	Description	Status	Action
Non-Employee Data Sheet - 1 file(s)			Download All 
Research Intern Questionn - 1 file(s)			Download All 
Acknowledgement of Confidential - 1 file(s)			Download All 

Schedule

Schedule/Roster

Once you receive your schedule from your Instructor/Preceptor, please enter each shift by clicking on 'Edit Roster' on the date you are scheduled. This can be found on your **Placement Details** page.

Schedule

First day 01/06/2025	Last day 01/19/2025	Required duration 10 Days	Allocated duration 1 Days ! Insufficient days
< Roster - Week 1 >			
Day	Agency	Shift	Action
Mon, 6 Jan	10 East Med-Surg/IMC	Day: 09:00 - 17:00	Edit Roster
Tue, 7 Jan	Not Scheduled		Edit Roster
Wed, 8 Jan	Not Scheduled		Edit Roster
Thu, 9 Jan	Not Scheduled		
Fri, 10 Jan	Not Scheduled		
Sat, 11 Jan	Not Scheduled		
Sun, 12 Jan	Not Scheduled		Edit Roster

To advance a week ahead, click on the arrow

- 1 Enter **No** for the 'Not Scheduled' field
- 2 Enter the shift **Start Time**
- 3 Enter the shift **End Time**
- 4 Enter shift **break** if applicable
- 5 Select the **Agency** (your placement location)
- 6 Click **Save**.

Edit Roster

All fields marked with asterisk (*) are required

Not Scheduled

No

Scheduled Start Time *

9:00 am

Scheduled End Time *

5:00 pm

Break in Minutes

0

Agency *

10 East Med-Surg/IMC

CANCEL

SAVE

Timesheet

Timesheets

Once you've begun your placement, you can confirm your attendance by entering a timesheet on your schedule. Click on **Edit Timesheet** and follow the instructions below.

****You can't enter a timesheet on a future date. Only past and present****

Schedule

First day 01/06/2025	Last day 01/19/2025	Required duration 10 Days	Allocated duration 1 Days ! Insufficient days
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< Roster - Week 1 >				
Day	Agency	Shift	Timesheet	Action
Mon, 6 Jan	10 East Med-Surg/IMC	Day: 09:00 - 17:00		Edit Roster Edit Timesheet
Tue, 7 Jan	Not Scheduled			Edit Roster
Wed, 8 Jan	Not Scheduled			Edit Roster
Thu, 9 Jan	Not Scheduled			Edit Roster
Fri, 10 Jan	Not Scheduled			Edit Roster
Sat, 11 Jan	Not Scheduled			Edit Roster
Sun, 12 Jan	Not Scheduled			Edit Roster

Edit Timesheet

All fields marked with asterisk (*) are required

Absent

No

Actual Start Time

9:00 am

Actual End Time

5:00 pm

Actual Break (mins)

0

Note

0/2000

Document

ATTACH FILE

Max. file size 15MB Max.

Valid file types .doc, .docx, .dot, .dotx, .docm, .dotm, .xls, .xlt, .xlsx, .xltx, .pdf, .txt, .jpg, .gif, .png

CANCEL

SAVE

- 1 If you were absent, please click on the drop down and select **Yes**.
- 2 Edit the shift **Start Time** (if applicable)
- 3 Edit the shift **End Time** (if applicable)
- 4 Edit shift **break** (if applicable)
- 5 Attach a document if applicable
- 6 Click **Save**.