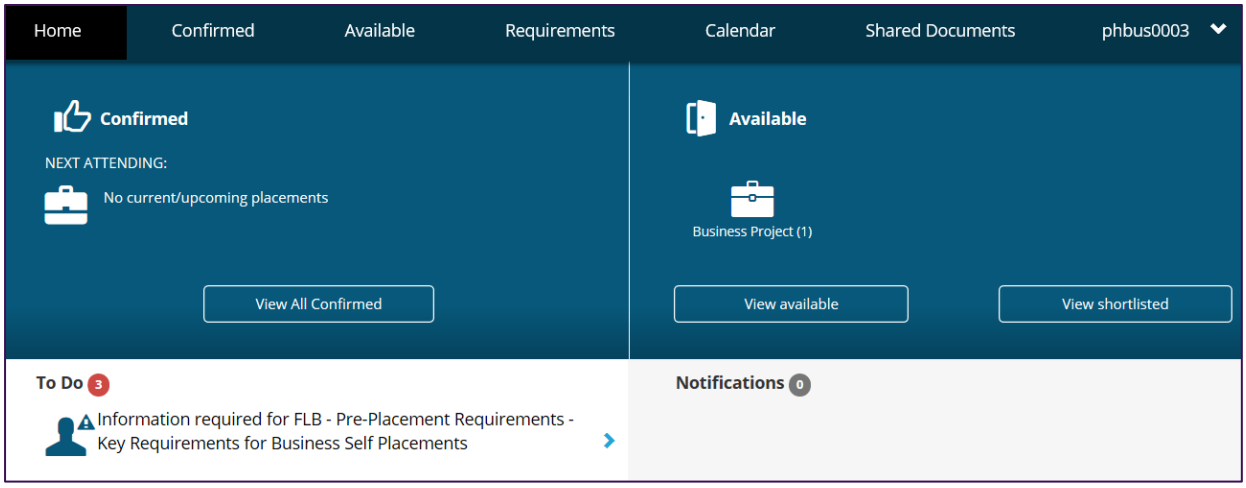
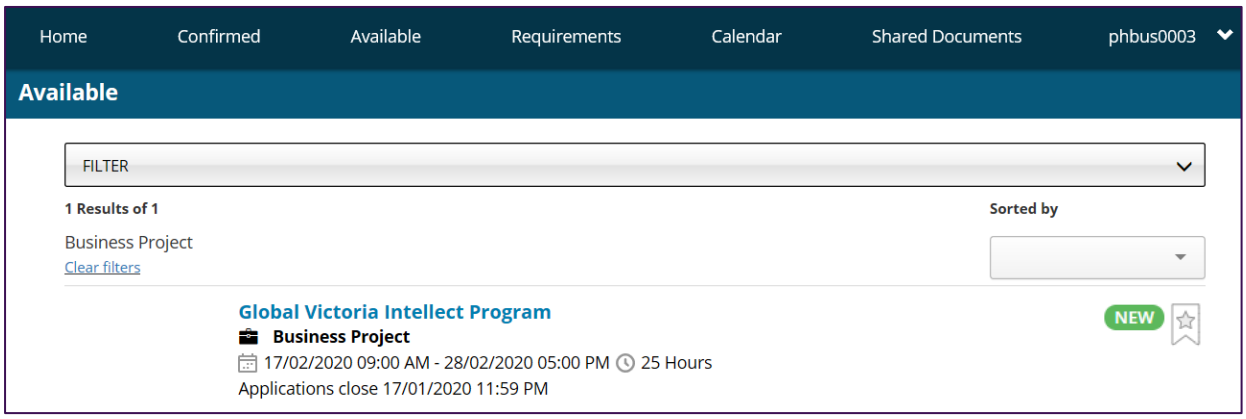
1. Submitting an Application

The following steps will assist you in applying for an Opportunity via InPlace, the Universities placement management system.

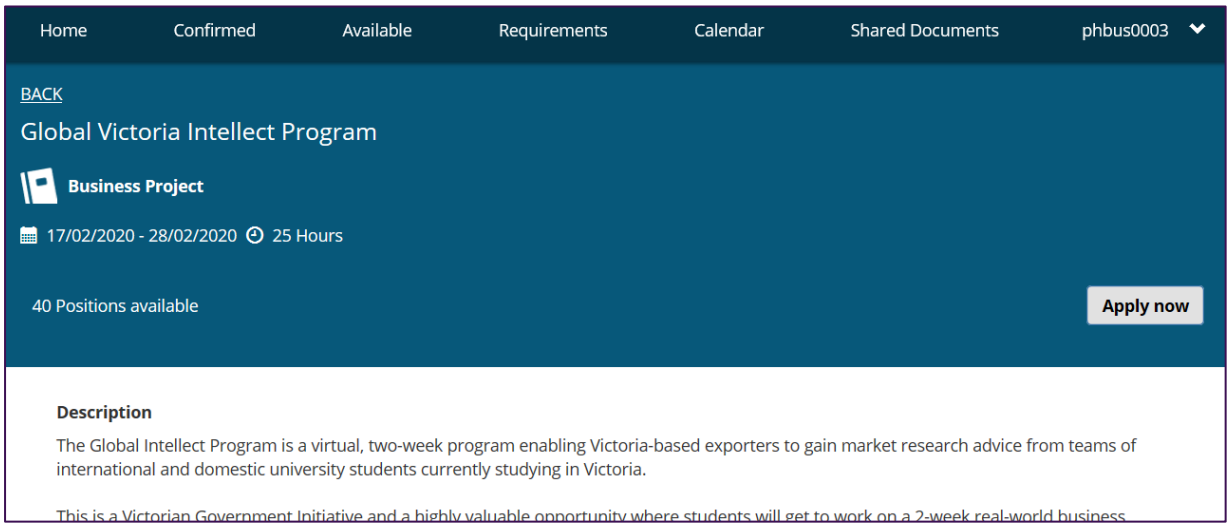
- ACU Website, www.acu.edu.au
- Select **Current Students** in the top menu header
- Log in using your ACU user ID and password
  This action opens the Student Portal
- Select **Units & Results**, from the left-hand menu
- Select **InPlace** located in the top right-hand corner
  This action opens the InPlace Sign-On page in a new tab
- Select the **Staff and Students** option
- Log in using your ACU user ID and password
  This action will open InPlace.
  Note: When you first logon the 'Welcome to InPlace' notice will appear, click the 'Ok, Show me more' button to view the features, or close the window to continue with the application.
- The **Available** section displays Opportunities available to you, the list is based on your Faculty, Degree and campus
- Select the Opportunity by clicking on the icon, or selecting **Available** in the header



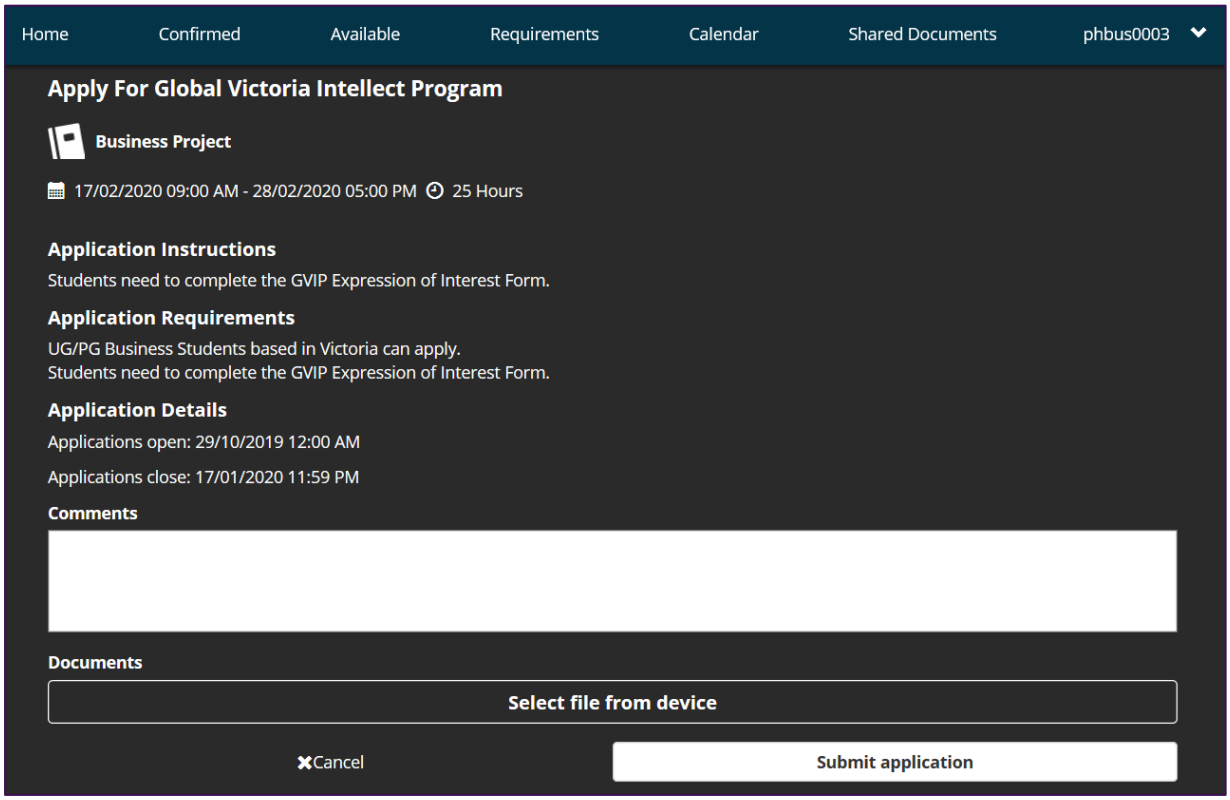
- This action opens the **Available** screen, the available opportunities will be listed, review the list and select the required Opportunity by clicking the Opportunity name



- Read over the Opportunity information and select the **Apply now** button



- The application screen opens, read over the information provided
  Note: The **Application Instructions** will advise required information and/or supporting documents that must be added into the application **Comments** and **Documents** fields
- Once all required fields are complete, select **Submit application**



- Once the application is complete you will be taken back to the Available screen, the Opportunity will update to **Applied**

Your application will be reviewed by your Faculties Placement / Work Integrated Learning (WIL) Team. You will receive an email via your ACU Student Email account advising you of the outcome.