InPlace Student QuickStart Guide

- Always login using the “Staff and Students” option on https://placement.sis.dcu.ie
- When logging in for the first time, you will be displayed the terms and conditions page, click “Accept” to continue. You will be displayed the student dashboard screen. Under “To-Do” there should be an item “Information required for pre-requisites (all UG Students) – Please complete/upload the following as soon as possible”. Click on the arrow button to get started. Note that as soon as you receive a certificate, it should be uploaded to InPlace. Do not wait until you have all your certificates to upload. Remember to click “save” at the bottom of the page. Otherwise, the certificates are not submitted to DCU.
- If there is an issue with your personal details on the “My Details” page, raise a ticket to DTS and select “InPlace (Nursing) as the impacted system.
- After September, you should see a 4 year placement displayed under the “Confirmed” page. This indicates your parent service.
- Under “Notifications”, you will see the ward/location that you have been assigned to for your next placement block. If you are due to start placement within the next two weeks and this detail is not available on your homepage, please contact allocations@dcu.ie.
- If there are any late changes to your placement, they will be displayed on the notifications section of your homepage.
- You can view all upcoming and completed placements under the “Confirmed” page. Note that if the placement has finished, it will be in status “to be finalised” until after you have received your module results. The status will then be “Completed” and your requirements wheel will be updated as such with the progress.
- You will be displayed a to-do item to complete your timesheets. Ensure you are filling in each daily record at the end of your shift. For days you are not rostered, enter 00:00-00:00 as the start and end time. For these non-shift days, attended hours should be zero.
- If you have submitted your timesheet and spot an error after it has been confirmed, please contact your SALO. They can unconfirm the timesheet and allow it to be editable again. Submit your correct hours for confirmation again.
- Ensure you are submitting your NCAD by the 2 week after placement end date deadline. If you submit after this, the status will be displayed as “Overdue”.
- Ensure you are submitting your scanned NCAD in ONE document, not multiple files with pictures of each page. A PDF version is recommended but Microsoft word is also accepted
- If you submit your NCAD by mistake or notice an error after submitting, please contact your Practice Module Co-ordinator so they can withdraw your response and enable re-submission.
- To view previously submitted NCADs, click “Survey/Assessments”, toggle “Items requiring response only” to No and click “Apply Filter”.