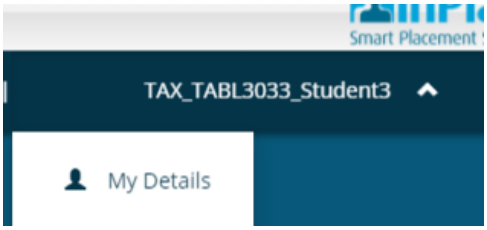
UNSW Student - Tax Clinic Expression of Interest

Student - Tax Clinic Expression of Interest

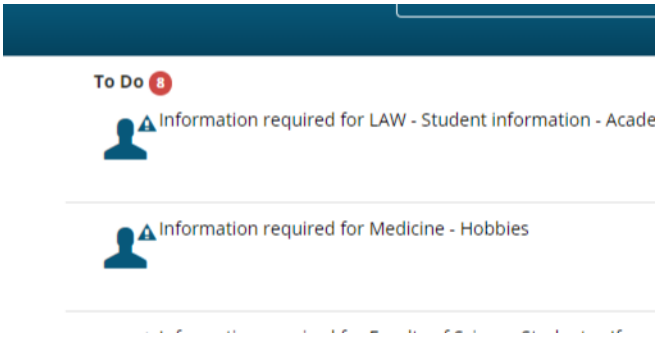
- Once you have logged into InPlace using your zID at; **https://placements.unsw.edu.au**
- Go into your '**My Details**' section under your username to update the '**Tax Clinic - Expression of Interest for Enrolment**' section (please note, complete each section and hit 'Submit')
- You can also access this section via the **'To Do'** section of your Home page
- Once all sections are completed and submitted, this will be passed on to UNSW Staff for review.
- You will be advised of the outcome but can also check InPlace for progress on the EOI and any future Placements.
- You will be able to view any **'Confirmed'** Placements in InPlace and complete further information as needed.
- Any questions or assistance with InPlace please email; **inplace@unsw.edu.au**

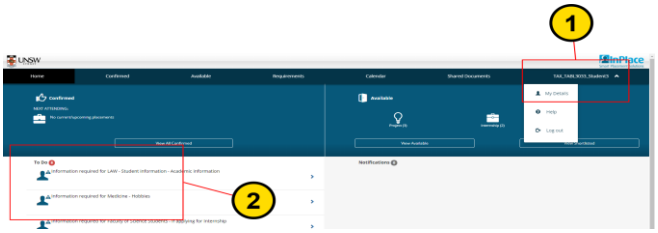
Student Home Page

1. Access the Tax Clinic EOI as well as your student details by clicking on **My Details** under your username in theh top right hand corner of the Home Page.



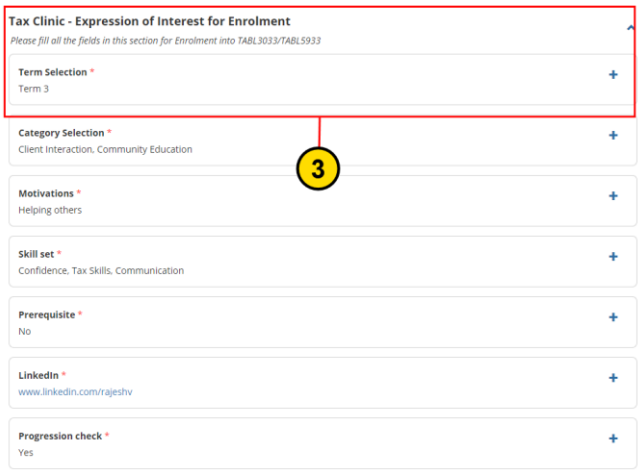
2. Any action or **'To Do'** items will also appear on your Home Page. This is where you may also see the Tax Clinic EOI Form advertised. Click on any To-Do item to go straight to the form.





Complete Tax Clinic EOI Form

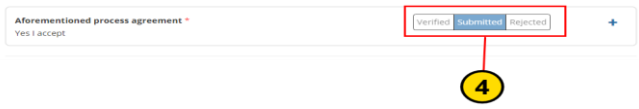
3 Click on the + in each section to complete the section. You will need to **Submit** each time for each section.



EOI Form Status

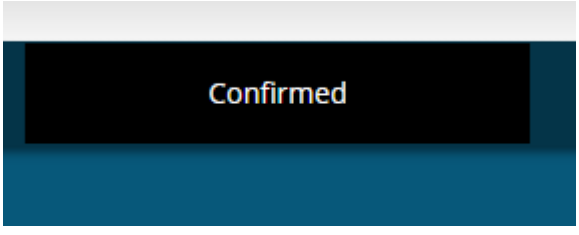
4 At the conclusion of the Tax Clinic EOI Form, you will see its Status.

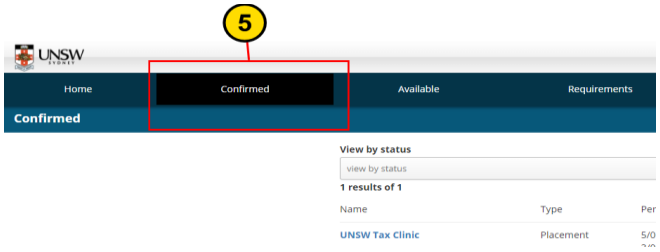
In this example it has been **Submitted** to a UNSW Staff member to verify.



Confirmed Placements

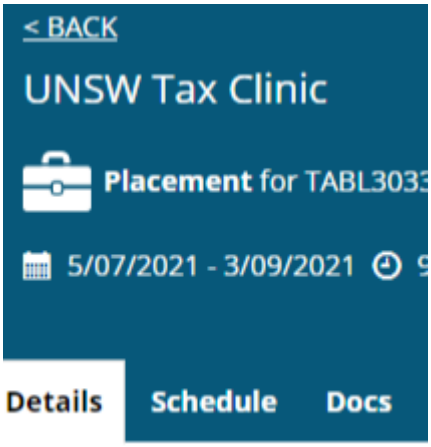
5 On your Home Page, you can also go to the **Confirmed** tab to view any of your Confirmed Placements. Click on the Placement for more detail.

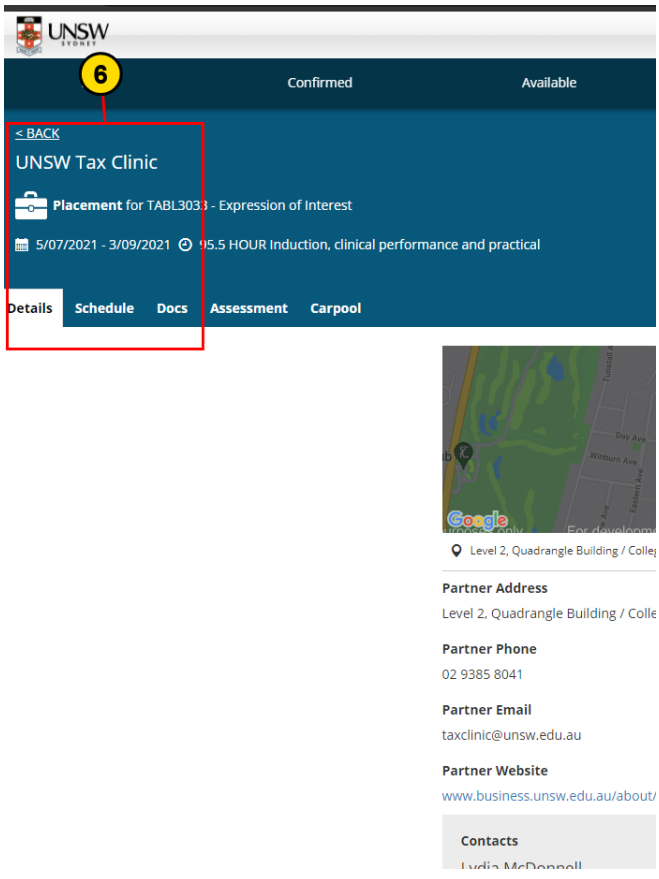


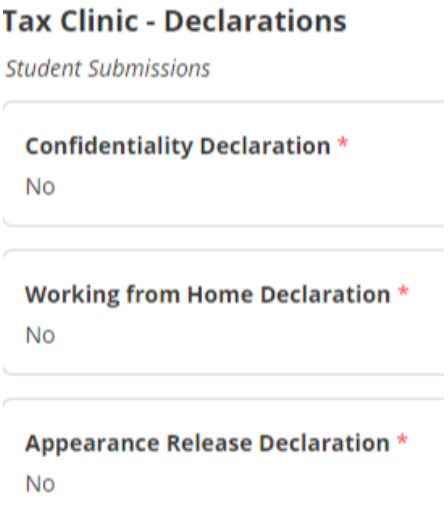
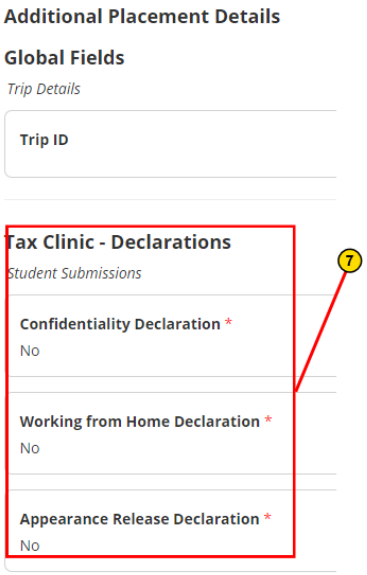


Placement Details

6 Once confirmed, you can click into the Placement to view more information.





Additional Placement details

7 You may need to add further information to your Placement detail. In this case, the Tax Clinic requires some Declarations to be completed.