

June 30, 2010

Student Access to HSPnet

Welcome to HSPnet ...

This guide on Student Access explains how to:

1. **Login** to HSPnet for the first time
2. **View upcoming placements**, Shift Schedules and placement details
3. **Communicate** with key contacts
4. **Print** a Schedule on a local printer

Associated Icons:



Group, Individual Shift Schedule



Document Attached



Change since Last Login



View Phone number, send Email

Background


HSPnet is a web-based system for coordinating student placements, and is accessible from any internet-connected computer. It was introduced in 2003 and is now used in several provinces across Canada. Students can access HSPnet in their province to view and print information about their upcoming placements, to communicate with key contacts, and to view or print placement details and schedules.

Step 1 – Login to HSPnet for the First Time

- a. Visit the HSPnet website at www.hspscanada.net and click your province on the map of Canada
- b. On the login page, enter your User ID and temporary password (sent via email from HSPnet)
- c. Follow instructions for changing your temporary password, selecting a Forgotten Password question, and agreeing to user responsibilities.






Step 2 – View Upcoming Placements

Upon successful login you will be directed to your Welcome Screen and a display of upcoming placements:

 **Welcome Jennifer**

[Online Help](#) [Email Help](#) [Change Password](#) [Log Out](#) [Refresh View](#)

[Current Placements](#) [Placement History](#) [Consent](#)

Course:	Nurs331PED	Dates:	Jan 1/12 to Apr 30/12	Agency:	Vancouver Coastal Health Authority
Type:	Group (4 Students)	Shift:	Day, 8 Hrs	Site:	Richmond Health Services
 Instructor:	Darla Thompson  	Days:	Mon/Tue	Service:	Home Care
Ref#:	6295	Destination:	Home Care Main Office	Dest Contact:	Jerrold Mary  

- a. Click the Phone icon for an Instructor or Preceptor to view their contact information, or click the Email icon to launch a new email message addressed to that individual.
- b. Click the [Site](#) or [Destination](#) hyperlinks to view the online Profiles.
- c. Click other icons to view more information:
 - to view an uploaded document
 - to view Schedule Details
- d. Click to generate a PDF summary of information about each placement – a **Ready** link will appear when the PDF file is ready to view/print.

Step 4 - View or Print a Shift Schedule

Some placement types involve a detailed schedule -- the **Group Shift Schedule** or **Individual Shift Schedule** displays if there is a detailed calendar of shifts for a placement. Click [Print Details](#) to send the Shift Schedule and Details about the placement site to your local printer.

Group Shift Schedule

Agency: VCHA Site: Richmond Hospital Service: Medicine - inpatients Destination: 3 South
Term: Fall 2007 (Sep 15/07 to Dec 31/07)

Group Summary

Nickname	Placing Agency	Program	Course	Instructor	Days	Shift	Size	Shift Hours	Ref #	Status	!
UBC-1	UBC	BScN	Nurs331G	Wilkins, H	MTWR	D8	5/5	128	4235 View Details	Conf	

View PR: [Print Details](#) | [Refresh View](#) | [Close Window](#)

Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sep 17/07	D	UBC-1	UBC-1	UBC-1	UBC-1			
	E							
Sep 24/07	D							
	E	UBC-1	UBC-1	UBC-1	UBC-1			
Oct 1/07	D	UBC-1	UBC-1	UBC-1	UBC-1			
	E							
Oct 8/07	D							
	E	UBC-1	UBC-1	UBC-1	UBC-1			

Need Help?

[Online Help](#) [Email Help](#) [Change Password](#) [Log Out](#)

We welcome your feedback via the Email Help link – your input will ensure that HSPnet meets your needs and continues to improve.

HSPnet Team

Email: support@hspcanada.net

Website: www.hspcanada.net