

July 1, 2005

## Welcome to HSPnet

### Summary:

We are pleased to welcome you as a new user of the Health Sciences Placement Network, or HSPnet.

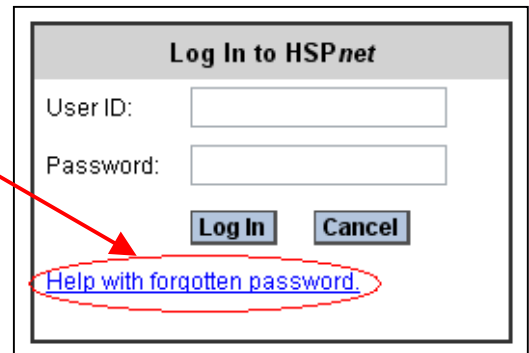
This Quick Reference Guide provides key information to get you started, and includes helpful reminders to support the occasional user.

### User ID, Password, and Reminder Question

Your user ID and temporary password have been sent to your current email account. Your user ID is typically your first initial and last name (e.g. Sally Brown = sbrown). Don't worry about capital or small letters – either case works fine.

**If you forget your password**, click [Help with forgotten password](#) link on the login screen. You will be prompted to answer the reminder question you selected during your first login, and a new temporary password will be sent to you immediately via email.

If the reminder question doesn't work or you experience other **login problems**, please send an email to [support@hspbc.net](mailto:support@hspbc.net).



### Getting Help

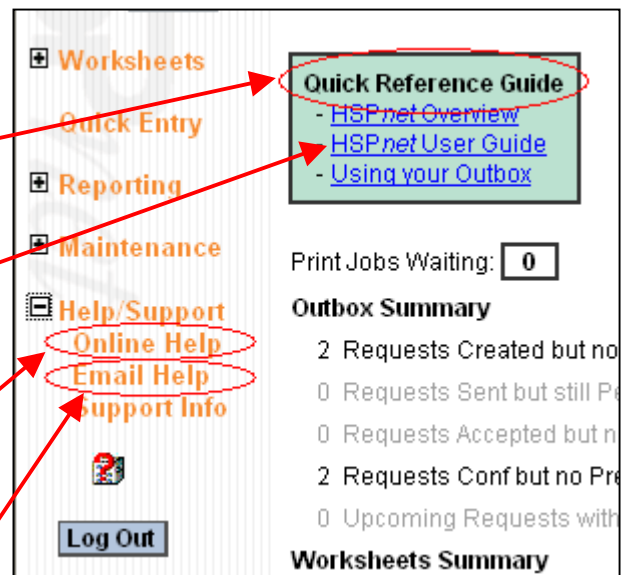
HSPnet is a powerful application that is rated very highly by users. However, new users experience a learning curve and are encouraged to seek help from one of many sources:

The Welcome screen provides **Quick Reference** links to resources on the Website including an overview of HSPnet and a detailed guide to Using your Inbox or Outbox.





Also available is the online **HSPnet User Guide**, providing detailed instructions on all features and setup requirements..

Most screens provide context-sensitive **Online Help** -- simply click on the Help link in the left navigation. Each Help Screen provides summary instructions for using the current screen, plus a link to the corresponding chapter of the online User Guide.

Finally, you can request support via the **Email Help** link in the left navigation (see below)





## Tips & Reminders

- ✓ You can determine the function of any icon in HSPnet by hovering your mouse pointer over it. A yellow **Help text** box will appear, providing the icon name and/or function. Sometimes the Help text includes other helpful information:
  -  The Supervisor/Preceptor icon displays the supervisor's name (if status is Accepted or Confirmed)
  -  The Clock icons display information about start/end times
  -  The Details icon (which opens the Details popup) also displays placement duration in hours, plus the Reference # (like a unique "serial number") for the selected request. The Reference # can be useful when communicating with others about a specific request.
- ✓ As a web-enabled application, HSPnet requires regular screen refreshes to ensure you are viewing up-to-date information. Remember to use the **Refresh View** button after periods of screen inactivity, and always logout when leaving your desk for more than a few minutes.
- ✓ Use HSPnet buttons and links instead of your browser buttons when printing, refreshing screens, or moving between screens. For example:
  - Always use the left navigation links to move between screens, rather than your browser's Back or Forward buttons, to ensure you are viewing current data.
  - Use the HSPnet **Close Window** button instead of the Windows **X** when closing popup windows – the HSPnet button works better and causes an automatic screen refresh so you can see your changes.
- ✓ You can't "break" HSPnet! The system is very robust and forgiving – if you make an error (such as declining a placement request, when you had intended to accept it, or cancelling in error) simply send us an email describing the error via the Feedback link and we can "un-do" the error for you.
- ✓ Use the GoTo buttons to navigate efficiently among screens. The GoTo buttons advance you to the desired screen, which will be automatically filtered to the Cohort, course, and term selected.
- ✓ The Find Destination icon , located at the bottom of the left navigation, opens a popup to help you search for available placement locations:
  - Enter only a few letters or one word of the destination you are seeking, such as "maple" (to find "The Maples" or "Maple Ridge Health Unit").
  - If you are unsure about how the destination name is spelled, enter only 3-4 letters of the destination name (such as "Bri" to find "Briar" or "Brier").
  - If your search does not produce the right site or unit, you can request a new Destination by completing the online form:

**Request New Destination:**  
Enter as much information as possible, then click 'Submit' to send an email request to HSPnet

Agency:

Site:

Service:   

Destination:

Comments: