




August 27, 2010

## Activating Instructor Access to HSPnet

### Summary:

Placing Coordinators may create user ID's for Instructors that have completed online orientation for using HSPnet.

### Associated Icons:

-  Create User ID (not an active User)
-  Active User – Regular Access rights
-  Mandatory eLearning not yet completed

### Background

Placing Coordinators (PC) will be notified by HSPnet Support when an Instructor has completed their mandatory training via the HSPnet eLearning website. The PC will then activate a user ID for the Instructor, with access to the appropriate educational program(s). This will provide the Instructor with *read-only access* to view their assigned placements, online profiles including those for assigned students, and key contacts.

### Step 1 – Distribute Quick Reference Guides to Eligible Instructors


- Distribute two Quick Reference Guides (*Quick Start Guide for New Users* and *HSPnet Overview for Instructors*) to instructors that would benefit from access to HSPnet. The first Guide advises them to visit the HSPnet eLearning website to complete a mandatory topic prior to receiving access.

### Step 2 – Notification from HSPnet of Mandatory Orientation Completion

- HSPnet Support will be notified upon completion by an instructor of his/her mandatory eLearning topic, and will in turn notify the Placing Coordinator that the instructor is now eligible for access to HSPnet.

**NOTE – a user ID cannot be activated until mandatory orientation on privacy and security of personal information is completed.**

### Step 3 – Add or Update Staff Member

- Click **Maintenance** → **Staff/Users** in the left navigation.
- Perform a Search for the Instructor by entering 2-3 letters of their last or first name and click **Search**.
  - If a match is found, click Edit  to review/update their contact information and proceed to Step 4.
  - If no match is found, filter to the appropriate Department for the new staff member and click **+** to add a new record. Complete the mandatory fields indicated by \* including first/last names and email address, and check the role of "Instructor".

**Add new entry**

Names: Last: Fortuna \* First: Madelaine \* Middle: Janice

Title: Nursing Instructor

Salutation: Ms. ▾

Employee #:

Email: test@hspcanada.net

Office Phone: 604 - 337-3377 L\_\_\_\_\_ Enter business phone/fax/email only [Help](#)

Office Alt Phone: 604 - \_\_\_\_-\_\_\_\_ L\_\_\_\_\_

Fax: 604 - 447-4477

Educ./Profess. Designation: BScN, MSN (for Correspondence) [Help](#)

Minimize Email Subject Length [Help](#)

**Placing Agency Roles**

Placing Coord.  Student Administrator  PA Policy Access Level

Instructor  Group Instructor

↳  Course Leader

## Step 4 - Create User ID and Establish Access Rights

- a. Click to create a user ID (or click to modify an existing ID).

**Note** – a gray key indicates that the individual hasn't completed the mandatory eLearning topic as explained in Step 2.

- b. The **User Maintenance** window displays a list of the pages or steps to setup their user ID.
- [User Account Information](#) - enter a user ID and mandatory email address, and click **Next >** to proceed to the next step.

NOTE – the user ID is typically the user's first initial and last name ("mfortuna" in this example). If you receive an error message that the user ID has already been issued, you will need to add middle initial (e.g. mxfortuna) or append a number (e.g. mfortuna2) to ensure that the user ID is unique.

**User Maintenance**

Fortuna, Madelaine Janice  
604-337-3377

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[User Account Information](#)  
[User Access Authorization](#)  
[Copy Access Rights](#)  
[Departments](#)  
[Programs](#)

**User Account Information**

Recommended User ID format is the first initial plus last name - e.g. jsmith

User ID:

Email:

- [User Access Authorization](#) – from the dropdown, select the appropriate individual who is authorizing the instructor's access to HSPnet. This would normally be the instructor's Department Head or Course Leader, or it may be Placing Coordinator if you are actively involved in instructor appointments.

**User Access Authorization [Help](#)**

Authorized by: Carrier, Claire (Dept Contact) ▾ \*

Reason: New User ▾ \*

Date: Aug 20/10 \*

- [Copy Access Rights](#) - to establish the instructor's access rights, you can either copy the rights from another instructor, or you can proceed to the next steps and manually select their allowed [Departments](#) and [Programs](#) by adding the Program to their "allowed" list:
- [Review and Save](#) - click **Save** to save your changes; this will activate the new user ID and send an email to the instructor with their user ID and a temporary password.

**Programs**

allow all  
 select from list

**not allowed**

Nursing:LPN  
Nursing:MScN  
Nursing:NursePract  
Nursing:SpecialNRG

**allowed**

Nursing:BScN

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## Things to Remember

- Note that a placement will become visible in the Instructor's Welcome screen only after it is assigned to the Instructor in an Assignment worksheet (Groups or Individual ), or in Details from your Outbox.
- The Instructor Welcome screen defaults to display Confirmed requests; if the assigned request is not yet accepted or confirmed, the Instructor can view these "tentative" assignments by checking the "Show Unconfirmed Placements" option:

Welcome Helene

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

Current View  
Course: ALL Term: Today (Aug/07 - Dec/07)  Show Unconfirmed Placements **Print Schedule** **Refresh View**



	Placement Information	Schedule	Placement Location
<b>UPDATED</b>	Course: Nurs410P Type: Prec Student: <a href="#">Marie Claire Forget</a> Ref#: 4227 (Confirmed)	Dates: Sep 8/07 to Sep 26/07 Shift: Various, 8 hrs Days: Various	Agency: Vancouver Coastal Health Site: <a href="#">Richmond Hospital</a> Service: Emergency Destination: <a href="#">Emergency Department</a>
	Course: Nurs331G Type: Group (5 students) Ref#: 4235 (Confirmed)	Dates: Sep 15/07 to Nov 10/07 Shift: Day, 8 hrs Days: Mon/Tue/Wed/Thu	Agency: Vancouver Coastal Health Site: <a href="#">Richmond Hospital</a> Service: Medicine - inpatients Destination: <a href="#">3 South</a>

You have now completed the steps to activating Instructor access. Please contact [support@hspcanada.net](mailto:support@hspcanada.net) if you have any questions regarding creating user ID's for instructors.

## HSPnet Support

Email: [support@hspcanada.net](mailto:support@hspcanada.net)

## Checklist: Activating Instructor Access to HSPnet

	Task / Deliverable	Document / Resource
<input type="checkbox"/>	<b>Communicate with Instructors</b> Notify instructors of their pending access to HSPnet and include their Quick Reference Guides	<ul style="list-style-type: none"> <li>▪ Quick Reference Guides:                             <ul style="list-style-type: none"> <li>○ <i>Quick Start Guide for New Users</i></li> <li>○ <i>HSPnet Overview for Instructors</i></li> </ul> </li> </ul>
<input type="checkbox"/>	<b>Review System Requirements</b> Ensure that your Instructors have access to a computer with the minimum system requirements: <ul style="list-style-type: none"> <li>○ Internet Explorer 5.5 or later</li> <li>○ Adobe Reader</li> <li>○ Email client (e.g. Outlook, Lotus Notes)</li> </ul>	Visit <a href="http://www.hspcanada.net/support/requirements.asp">http://www.hspcanada.net/support/requirements.asp</a> for a detailed list of system requirements
<input type="checkbox"/>	<b>Test Instructor Access</b> (recommended for instructors who have been issued a university/college email account; not necessary for instructors who use their home/personal email account)  <b>Maintenance</b> → <b>Staff/Users</b> – Ask 2 or 3 Instructors to visit the link for testing their email setup. Contact your IT department for assistance if you encounter problems with your email system’s ability to launch the test emails.	Visit <a href="http://www.hspcanada.net/fr/formation/HSPnet_test1.asp">http://www.hspcanada.net/fr/formation/HSPnet_test1.asp</a> to test email settings
<input type="checkbox"/>	<b>Activate Instructor Access – in Maintenance</b> → <b>Setup/Lookup:</b>  → <b>Staff/Users</b> – setup the Instructors as an HSPnet user, with the correct educational program(s) in their access rights	Step 4.b of this Guide
<input type="checkbox"/>	<b>Assign Instructors</b>  <b>Assignment Worksheet</b> (Group  or Individual  ) – Assign instructors to their upcoming placements	Quick Reference Guide: <i>Placement Cycle Overview for Placing Coordinators</i> - Step 8