




February 28, 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 HSPnet eTraining. The PC will then activate a user ID for the new 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 Guide to Eligible Instructors

- a. Distribute the invitational Quick Reference Guide entitled *HSPnet Overview for Instructors* to eligible instructors that would benefit from access to HSPnet. This Guide advises them to visit the HSPnet eLearning site to complete a mandatory topic on information privacy, prior to receiving a user ID.

Step 2 – Notification from HSPnet of Mandatory Orientation Completion

- b. 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

- c. Click **Maintenance** → **Staff/Users** in the left navigation.
- d. 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, review/update their contact information and proceed to Step 2.
 - If no match is found, filter to the appropriate Department for the new staff record and click **+** to add. Complete the mandatory fields indicated by * including first/last names and email address, and check the role of "Instructor".

Step 3 - Create User ID and Establish Access Rights

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

Note –a gray key indicates the individual hasn't completed the mandatory eLearning topic as explained above.

f. In the **User Maintenance** window, enter a user ID composed of first initial and last name (e.g. jsmith). If you receive an error message that the userID has already been issued, you will need to add their middle initial (e.g. jsmith) or append a number (e.g. jsmith2) to make it unique.



Note: You will be prompted to enter information about the individual that Authorized the user's access – this would normally be the instructor's Department Head, Course Leader, or Placing Coordinator if they are actively involved in instructor recruitment/appointments.

g. Establish Access rights for the user by adding one or more educational Programs to their Allowed list.

h. Click **Save Changes** to activate the User ID. An email will be sent automatically to the user with their new User ID and a temporary password. On their first login, they will be required to enter a new password.

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
 UPDATED	Course: Nurs410P Type: Prec Student: Marie Claire Forget Ref#: 4227 (Confirmed)	Dates: Sep 8/07 to Sep 26/07 Shift: Various, 8 hrs Days: Various	Agency: Vancouver Coastal Health Site: Richmond Hospital Service: Emergency Destination: Emergency Department
	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: Richmond Hospital Service: Medicine - inpatients Destination: 3 South

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

HSPnet Support

Email: support@hspcanada.net