

January 11, 2011

Activating a Student User Account for Testing or Demonstration purposes

Summary:

Activating a “Demo” Student in HSPnet is recommended in limited situations, such as for demonstrating the student view or testing the student site selector. A Demo student account will also allow the Placing Coordinator to assist any students that require help with HSPnet features for students.

Step 1 - Creating a Demo Student

1. Click **Maintenance** → **Students** from left navigation
2. Search by Last Name = “demo” to ensure there is no existing test student for your program – it is **essential** to avoid multiple test students in the live system to avoid impacting provincial statistics.
3. If an existing Demo student is found, proceed to Step 2. If not, create a new student by clicking **Add +**
 - a. Last Name = DemoXxxx (where “xxx” is your department e.g. “DemoRehab”)
 - b. First Name = Yyyy (where “Yyyy” is your program e.g. “MScPT”)
 - c. Student Number = Demo+ Program (e.g. DemoMScPT)
 - d. Email = your business email address
 - e. Student Consent = your educational program
4. Click **✓** to Save.

Step 2 – Enrolling the Demo Student in a Cohort/Course

5. Navigate to **Cohorts** from the left navigation
6. Click GoTo Enrollment **▶** for the course to be tested (e.g. for use of the Student Site Sector)
7. Enroll the Demo student by using Find Student **🔍** to search.
8. Activate the Demo Student by selecting the checkbox and choose Activate Student Access from the Action dropdown. Click the Submit button to complete activation.

You will receive an automated HSPnet Welcome email providing your Demo Student User ID (student number) and temporary password. If you don't receive the email within one hour, please contact support@hspcanada.net to determine if a firewall at your agency may be blocking emails.

Upon login and entry of a new password you will be directed to the Student Welcome Screen, which provides a link to applicable Quick Reference Guides for features enabled for your program, e.g. *Student Guide – Student Site Selector*.

HSPnet Team

Email: support@hspcanada.net

The screenshot shows the HSPnet user interface. At the top, it says "HSPnet Welcome Mary". Below this are navigation links: "Online Help", "Email Help", "Change Password", "Forgotten Password Question", "Log Out", and "Refresh View". A menu bar contains "Messages", "Current Placements", "Placement History", "Site Selector", and "Consent". Under "Quick Reference Guides", there are links for "Student Access to HSPnet" and "Site Selector for Students", with the latter being highlighted by a blue box. Below this is a section titled "Site Selector for Upcoming Courses" with a table:

Course	Placement Start Date	Site Selector to be Open	Site Selector to be Closed	Current Status
RSPT430	Jan 1/11	Dec 21/10 - 0700 Hrs	Dec 24/10 - 2355 Hrs	Open

Below the table, there is a "Go to Selector" link and the text "0 choices Saved".