

June 24, 2010

Activating Student Access to HSPnet

Summary:

Placing Coordinators or Student Administrators can use the Enrollment screen to activate or deactivate student access to HSPnet.

Associated Icons:



Create User ID (not an active User)



Active User – Regular Access rights

Background

Placing Coordinators (PC) and Student Administrators (SA) can enable HSPnet access for one or more students from the Enrollment screen, generating an automatic email by HSPnet to the student(s) with a user ID (their student number) and temporary password. Student access to HSPnet provides *read-only access* to view their assigned placement information and schedules, to view online Site/Destination profiles and uploaded documents, and to communicate with key contacts (instructor, preceptor).

Step 1 – Activate Student Access for your Educational Program

Contact HSPnet Help Desk at support@hspcanada.net to have this setting enabled for your educational Program(s).

Step 2 – Distribute Quick Reference Guide(s) to Students

- a. Distribute the invitational Quick Reference Guide entitled *Student Access to HSPnet* to students who may benefit from access to HSPnet. You may wish to include a brief explanation of the purpose of their HSPnet access within the context of how your educational Program uses the system – for example:

Sample Email Script to Students:

The ABC Nursing Program uses a province-wide placement system, HSPnet, to coordinate and manage student placements in clinical practica. We use the system to create/manage placement requests, to assign students and faculty, and to share contact information for students, instructors and preceptors.

You will be given Student Access to HSPnet for your upcoming placement in course XYZ. An automatically generated email will provide you with instructions including a user ID (your ABC student number) and a temporary password. The attached Quick Reference Guide explains how to login for the first time, how to view your upcoming placements, and how to seek assistance from the HSPnet Help Desk.

We welcome your feedback on Student Access as we want to ensure it meets your needs for information about upcoming placements. If you have any suggestions for improvement, please let us know and/or relay them to HSPnet via the Email Help link.

NOTE: You may wish to distribute other Quick Reference Guides for students depending on the features you have active for your educational program, such as the *Site Selector for Students*.

Step 3 – Activate Student Access in the Enrollment Screen

a. From **Cohorts**, click to GoTo Enrollment button for the Cohort/Term/Course with enrolled students needing access.

b. In **Enrollment**:

- Click the checkbox for one or more students to receive Access.

- Select “Activate Student Access” from the Action dropdown

- Click **Submit** .

Enrollment Worksheet

Current View

Department: Pharmacy Program: MSc Cohort: Fooobar Term: Fall10 Course: Pharm515

Section: ALL Action: ALL Last Name Contains: []

Show Graduated students Show Removed students Show Waived students

Screen Mode: Show Preferences **Print List...** **Refresh View**

Student	Sec (13 shown)	Pref	Agency	Site	Service	Dest	Action	Edit All
<input checked="" type="checkbox"/>	Antoinette, Marie	-	-	-	-	-	Work	
<input checked="" type="checkbox"/>	Fagiolo, Ricardo	-	-	-	-	-	Work	
<input checked="" type="checkbox"/>	Fisher, Sophie	-	-	-	-	-	Work	

In the above example:

- Student [Antoinette](#) has an email address entered and student access is already active ;
- Student [Fagiolo](#) has an email address entered but does NOT yet have student access ;
- Student [Fisher](#) has no email address and is therefore not yet setup for student access.

NOTE – students must have an email address entered into HSPnet before activating Student Access. If the email icon isn't visible, edit the Student's profile by clicking the [Student Name](#) hyperlink.

c. To assist a student who needs a password reset, click their Access icon to view their User Maintenance screen.

Step 3 – Disable Student Access (upon Course/Program Completion)

a. In **Enrollment** for any Course in the student's Cohort:

- Click the checkbox for one or more students whose Access is to be disabled;
- Select “Deactivate HSPnet Access” from the Action dropdown
- Click **Submit** .

Things to Remember

- Placements will become visible in the Student Welcome screen only after they are assigned to students in the Groups or Individual Worksheet Assignment screens, or if the placement was created specifically for a student (pre-assigned) from the Enrollment screen.
- The Student Welcome screen defaults to display all upcoming confirmed placements, including any placements already underway but not yet ended.
- Student access can also be activated or deactivated from the Student Maintenance Screen:

Student Maintenance					
	Last	First	Number / Campus	Phone	
	Anderson	Sally	26456658 / UB		
	Angelisa	Maureen	678987656	604-729-4334	

- Students have access to the following information and features in their Welcome Screen:
 - View their online Placement History
 - View the status of their active HSPnet consent form, and agree to release their school email address to placement contacts (site/unit manager, supervisor);
 - Change their HSPnet password;
 - View online Help or send an email to HSPnet Support for assistance or to relay feedback.

HSPnet Welcome Marie

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

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

Placement Information	Schedule	Placement Location
Course: RSPT430	Dates: Sep 1/11 to Dec 31/11	Agency: Vancouver Coastal Health Authority
Type: Fieldwk	Shift: Day, 8 Hrs	Site: Richmond Hospital
Ref#: 6964	Days:	Service: Physiotherapy
		Destination: 3 South Physio
		Dest Contact: Winston Mary

You have now completed the steps to activating Student access. Please contact support@hspcanada.net if you have any questions regarding Student access to HSPnet.

HSPnet Team
Health Sciences Placement Network
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www.hspcanada.net