

September 21, 2011

Activating Student Access to HSPnet

Summary:

HSPnet access for students can be introduced by following a checklist of steps to ensure successful implementation.

Associated Icons:



Create User ID (not an active User)



Active User – Regular Access rights

Background

Placing Coordinators and Student Administrators 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, and to communicate with key contacts (instructor, preceptor).

Student access may be a prerequisite for enabling other HSPnet features for students, such as the Student Site Selector and the Student Activity Tracker. Visit <http://www.hspscanada.net/managing/index.asp> for a list of optional modules for students.



IMPORTANT: HSPnet requires access via Internet Explorer on a PC-based system. While access via other browsers is possible, some features may not function fully and *HSPnet Help Desk is unable to support students who use another browser or a handheld device, iPad etc.*

Step 1 – Review the Checklist (attached)

Ensure you have completed all steps including a test of email delivery via HSPnet to student accounts. Please do this several days before your deadline for student access, in the event you need assistance from your IT department due to firewalls that block HSPnet email.

Step 2 – Activate Student Access for your Educational Program

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


Step 3 – Distribute Quick Reference Guide(s) to Students

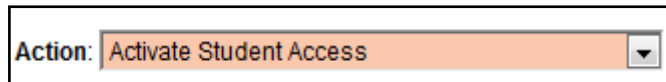
Distribute the invitational Quick Reference Guide entitled Student Access to HSPnet to students. You may wish to include a brief explanation of the purpose of their HSPnet access within the context of how your educational Program uses the system.






A sample email script appears in at the end of this document, including instructions to access HSPnet via Internet Explorer.

Step 3 – Activate Student Access in the Enrollment Screen





Once you have tested email delivery via HSPnet to students (steps 5-7 on the checklist) you are ready to activate access for students.

- a. From **Cohorts**, click GoTo Enrollment  for the Cohort/Term/Course with 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									
Student		Pharm515 (Precept)							
✓ 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 cannot be 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, then no email address is entered. Click the [Student Name](#) hyperlink to update their contact information in the the Student profile.

- c. To assist a student who needs a password reset, click their Access icon  to view their **Student User Maintenance** screen, and click **Change Password** .

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

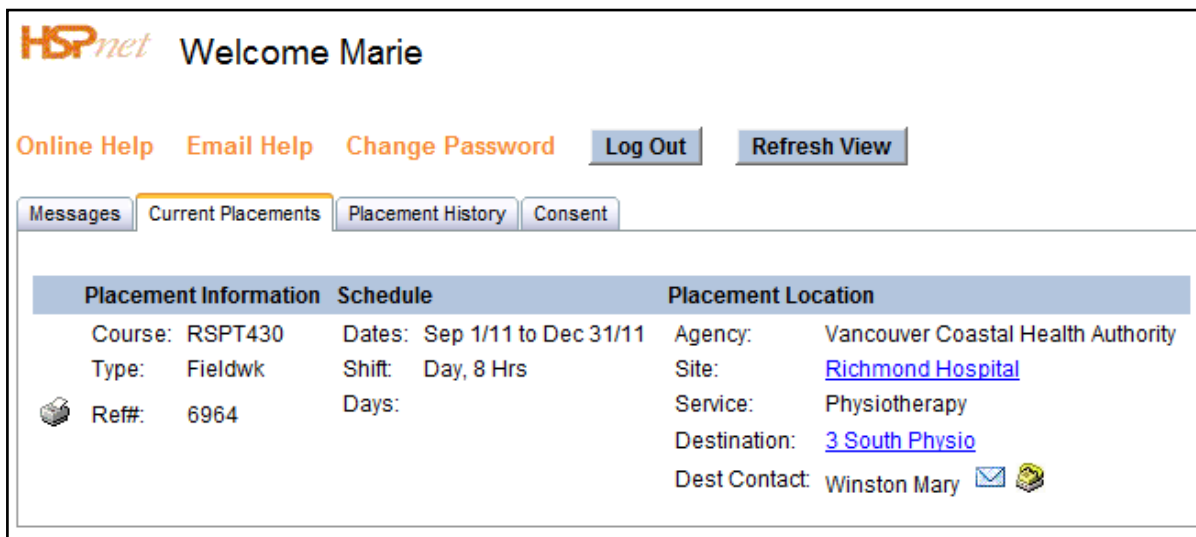
- a. In **Enrollment** for any Course in the student's Cohort:
 - Click the checkbox for one or more students whose Access is to be disabled;
 - Select “Deactivate HSPnet Access” from the Action dropdown
 - Click **Submit** .

Student access can also be enabled or disabled from the **Student Maintenance** screen:

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

Things to Remember




- Placements will become visible in the Student Welcome screen only after they are assigned to students in an **Assignment** screen (Groups or Individual), or if the placement was created specifically for a student (pre-assigned) from **Enrollment**.
- The **Student Welcome** screen defaults to display all upcoming confirmed placements, including any placements already underway but not yet ended.
- Students have access to the following information and features from 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 for activating Student access. Please contact support@hspcanada.net if you have any questions regarding Student access to HSPnet.

HSPnet Team
Health Sciences Placement Network
support@hspcanada.net
www.hspcanada.net

Checklist: Activating Student Access to HSPnet

DONE	Task / Deliverable	Document / Resource
<input type="checkbox"/>	Enable the Student Access feature 1. Contact HSPnet Support to enable Student Access for your program	Send email from Enrollment via Email Help link to support@hspcanada.net
<input type="checkbox"/>	Prepare Student Records for Activation in Enrollment 2. Remove or waive any students that are not active in the cohort/course 3. Ensure each student has a valid email address entered	
<input type="checkbox"/>	Communicate with Students 4. Notify students of their pending access to HSPnet and include their Quick Reference Guide	<ul style="list-style-type: none"> ▪ Sample email script for student notice – see page 5 of this Guide ▪ Quick Reference Guide: <i>Student Access to HSPnet</i>
<input type="checkbox"/>	Test Student Access (recommended for first time activation only) in Enrollment ▶ 5. Activate access for 2-3 students to ensure there are no firewall issues preventing delivery of automatic emails from HSPnet. 6. Ask the students to notify you immediately upon receipt of their “Welcome to HSPnet” email message. 7. If the test students don’t receive the email, contact your IT department for assistance.	Step 3.b of this Guide
<input type="checkbox"/>	Assign Students to upcoming placements in Assignment Worksheet 8. Assign students to Groups ▶ or Individual placements ▶ and apply the action “Finalize Assignment and Release Student Name” to confirm placements.	Quick Reference Guide: <i>Placement Cycle Overview for Placing Coordinators - Step 8</i>
<input type="checkbox"/>	Activate Student Access in Enrollment ▶ 9. Activate student access	Step 3.b of this Guide

Sample Email Script to Students:

The ABC Nursing Program uses a province-wide placement system, HSPnet, to coordinate student placements in clinical practica. We use the system to manage placement requests 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 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.

NOTE – HSPnet requires access via Internet Explorer on a PC-based system. While access via other browsers is possible, some features may not function fully and *HSPnet Help Desk is unable to support students who use another browser or a handheld device, iPad etc.*

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