

September 21, 2011

Quick Start Guide for New Users

This Quick Start Guide explains how to:

1. **Access online orientation** to review mandatory information on our eLearning website
2. **Login** to HSPnet for the first time

Welcome to HSPnet ...

... the Health Sciences Placement Network for managing practice education in your province. HSPnet is used by more than 4,000 users in seven Canadian provinces to coordinate the placement process and to improve communications among those involved in practice education:

- **Placing Coordinators, Course Leaders, Instructors, and Students** in educational institutions
- **Receiving Coordinators, Destination Coordinators** (unit or program managers), and **Supervisors** (Preceptors) in receiving sites.



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 – Complete online HSPnet Orientation

- a. Visit the HSPnet eLearning site at <https://hspnet3.bcit.ca/training/login/index.php> and click (no user ID or password are required).

- b. From the list of eLearning topics available, click the orientation topic for users in your role:
-- there is one mandatory topic for all new users prior to receiving an HSPnet user ID:

At the end the topic you will be required to click an email link to send a notice of completion to HSPnet Support.

Your user ID and temporary password will be issued at your training session (phone or classroom) or will be sent by the Local HSPnet Administrator for your agency.

HSPnet eLearning for HSPnet Users

Available Courses

- Introduction to HSPnet
- New User Orientation (MANDATORY for all new users)**

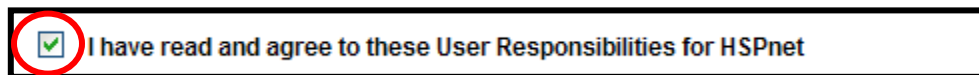


IMPORTANT Your email address as entered into HSPnet must match the email address used when you notify us of completing the mandatory topic. In other words, if your email address in HSPnet is provided by your educational program, you cannot use a personal email account when completing the mandatory topic.

Feel free to explore other eLearning topics available to Guests – and to return to the eLearning site at any time to learn about an advanced feature (e.g. the Activity Reports Wizard) or for a refresher on HSPnet privacy or functions.

Step 2 – Login to HSPnet for the First Time

- a. Upon receipt of your user ID and password from HSPnet Support, visit www.hspcanada.net to view the HSPnet Canada homepage.
- b. Click your province on the map of Canada to visit the **News and Login** page for your province.
- c. Enter your User ID and temporary password from the Welcome email sent by HSPnet Support. Upon login for the first time you will need to complete these steps before proceeding to your Welcome screen:
 - ✓ Enter a Forgotten Password question and answer in case you need to request a new password in future. Note this question is unrelated to your password – a new password will be sent automatically to you in future if you successfully answer this question.
 - ✓ Enter a new personal password (twice)
 - Password length must be 8 to 12 characters long
 - Must include letters AND numbers (e.g. zlat9734 or samuel1952)
 - ✓ Read the User Responsibilities and click the checkbox to indicate that you understand and accept your responsibilities as an HSPnet User



- ✓ Click **Set Password and Question** to continue.

Step 3 – Review your Welcome Screen

After login, your Welcome Screen is filtered automatically to show placement information for the four-month period starting Today, but you can select a different time period (such as Winter or a past term).

For more information about your Welcome screen, view the appropriate *Quick Reference Guide* for your role, available at <http://www.hspcanada.net/resources/links.asp>.

Need Help?

If you need help from HSPnet Support please click the **Email Help** link (available either at the top of your screen or under **Help/Support** in the left navigation area) to create an email message to support@hspcanada.net. One of our friendly Help Desk team members will respond in four hours or less.

We also welcome your feedback via the Email Help link – your input will ensure that HSPnet meets your needs and continues to improve.

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

Visit www.hspcanada.net/resources/links.asp to view the full library of Quick Reference Guides