

January 11, 2010

Student Access to HSPnet

Welcome to HSPnet ...

This guide on Student Access explains how to:

1. **Login** to HSPnet for the first time
2. **View upcoming placements**, Shift Schedules and placement details
3. **Communicate** with key contacts
4. **Print** a Schedule on a local printer

Associated Icons:



Group, Individual Shift Schedule



Document Attached



Change since Last Login



View Phone number, send Email

Background


HSPnet is a web-based system for coordinating student placements, and is accessible from any internet-connected computer. It was introduced in 2003 and is now used in several provinces across Canada. Students can access HSPnet in their province to view and print information about their upcoming placements, to communicate with key contacts, and to view or print placement details and schedules.

Step 1 – Login to HSPnet for the First Time

- a. Visit the HSPnet website at www.hspscanada.net and click your province on the map of Canada
- b. On the login page, enter your User ID and temporary password (sent via email from HSPnet)
- c. Follow instructions for changing your temporary password, selecting a Forgotten Password question, and agreeing to user responsibilities.



Step 2 – View Upcoming Placements

Upon successful login, you will be directed to your Welcome Screen, which will display your upcoming placements:





Welcome Jennifer

Current Placements | e-Orientation Curriculum | Placement History

Placement Information	Schedule	Placement Location
Course: Nurs460	Dates: Jan 11/10 to Mar 12/10	Agency: Vancouver Coastal Health Authority
Type: Precept	Shift: Various, 8 Hrs	Site: Richmond Hospital
Ref#: 6577	Days: Various	Service: Intensive Care
		Destination: ICU
		Preceptor: Jane Ferraro  

Step 4 - View or Print a Shift Schedule

Some placement types involve a detailed schedule -- the **Group Shift Schedule**  or **Individual Shift Schedule**  displays if there is a detailed calendar of shifts for a placement. Click **Print Details** to send the Shift Schedule and Details to your local printer.

Group Shift Schedule

Agency: VCHA Site: Richmond Hospital Service: Medicine - inpatients Destination: 3 South
Term: Fall 2007 (Sep 15/07 to Dec 31/07)

Group Summary

Nickname	Placing Agency	Program	Course	Instructor	Days	Shift	Size	Shift Hours	Ref #	Status	!
UBC-1	UBC	BScN	Nurs331G	Wilkins, H	MTWR	D8	5/5	128	4235	View Details	Conf

View PR: **Print Details** | **Refresh View** | **Close Window**

Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sep 17/07	D	UBC-1	UBC-1	UBC-1	UBC-1			
	E							
Sep 24/07	D							
	E	UBC-1	UBC-1	UBC-1	UBC-1			
Oct 1/07	D	UBC-1	UBC-1	UBC-1	UBC-1			
	E							
Oct 8/07	D							
	E	UBC-1	UBC-1	UBC-1	UBC-1			

Need Help?

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

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

All our best
HSPnet Team
Email: support@hspcanada.net