

Placing Agency Training Courses – Student Maintenance

Course APC - SM: **Using the Student Maintenance Module (1/2 day session)**

Description: Provides training on using the student maintenance module for entering data which allows the Placing Agency to track, on a per student basis, the status of placement requirements such as Criminal Records Check, CPR certification, immunizations status, and orientation activities.

Intended for Placing Coordinators and Program Assistants who maintain student information

- *new HSPnet users, and*
- *Existing HSPnet users seeking training on student prerequisite data entry*

- HSPnet Background and Introduction
- Functions, Terminology and Icons
- Roles and responsibilities of users
- HSPnet Policies on Privacy, Security & Data Access
- Navigating HSPnet within your browser
- Entering Student information
- Tracking student prerequisites
- Printing and Reports (confirmation letters, student lists, instructor schedules, activity reports)
- Getting Help and Support