

## Placing Agency Training – Generating Correspondence via HSPnet

<b>Course - AdvCORR-1A      Generating Correspondence via HSPnet (1/2 day)</b>
<b>Description:</b> Provides hands on training for existing users who are interested in using HSPnet to generate correspondence such as letters, notices, and forms. This session requires that all participants bring a sample document or “project” for practice.
<i>Intended for Placing Coordinators, Receiving Coordinators, and Program Assistants who have attended:</i> <ul style="list-style-type: none"><li>• <b>NProg 1AB or EProg 1AB</b></li><li>• <b>NSite1AB or ESite1AB</b></li></ul>
<b>A. Course Outline</b> <ul style="list-style-type: none"><li>A.1. Brainstorm to identify individual and collective needs for generating correspondence via HSPnet background on the Correspondence module</li><li>A.2. Preparation – Department/Program Setup<ul style="list-style-type: none"><li>• Update logo</li><li>• Upload signature image</li></ul></li><li>A.3. Review CORR templates and their uses, benefits and limitations<ul style="list-style-type: none"><li>• Formal template</li><li>• No template (free form)</li></ul></li><li>A.4. Create a template<ul style="list-style-type: none"><li>• Select a template, enter authors and description</li><li>• Enter content</li></ul></li><li>A.5. Generate correspondence<ul style="list-style-type: none"><li>• Select options including courses/sites and output format</li><li>• Select recipients</li><li>• Preview and distribute letters in Report Queue</li></ul></li><li>A.6. Create correspondence for one or more PR’s from Inbox/Outbox</li><li>A.7. Getting Help</li></ul>