

Placing Coordinator Introductory Training – New Users

Description: Provides basic training for new HSPnet Placing Coordinators (PC) at Placing Agencies. Participants will learn to setup courses, maintain their staff database and make student placement requests. The session includes hands on training in a simulated environment.

Intended for Placing Coordinators who are:

- *New HSPnet users*

Overview of HSPnet

- Glossary + Acronyms
- Introductions to HSPnet
- Getting Help and Support
- Privacy, Security and User Responsibilities
- Workflow of HSPnet
- Navigating HSPnet

Setup/Maintenance of HSPnet

- Staff and Users Maintenance
- Placing Agency Setup
 - Program Maintenance
 - Course Maintenance
 - Term Maintenance
- RA Quicklist
- Student Maintenance

Placement Cycle Overview

- Life Cycle of a Placement Request (PR)
- Welcome and Preview screens
- Quick Entry Screen (QES)
- Placement Request Details screen
- Cohort Maintenance
- Enrollment Worksheet
 - Prerequisites
- Creating spaces in the Worksheets (Group or Individual)
- Find Locations
- Reviewing and sending placement requests (Outbox)
- Delivery of Placement Requests to non-HSPnet Agencies (Sent-P)
- Monitoring requests
 - Welcome Screen and Outbox Summary
 - Changes Made by Others
- Assigning Instructors and Students
- Generating and printing reports
 - Report Queue management
 - Predefined reports and wizards