

## Receiving Coordinator Introductory Training – New Users

**Description:** Provides basic training for new HSPnet Receiving Coordinators (RC) at Receiving Agencies. Participants will learn to setup departments, staff, services and destinations. The daily processes for receiving, reviewing, redirecting and responding to student placement requests are demonstrated. The session includes hands on training in a simulated environment.

**Intended for Receiving Coordinators who are:**

- *New Receiving Coordinator HSPnet users,*
- *Existing users that have an increase in the number of sites, services and users they support,*
- *Returning users that have not used HSPnet in more than a year*

**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
- Receiving Agency Setup
- Site Maintenance
- Service Maintenance
- Destination Maintenance
- Destination Contacts
- Destination Profiles

**Placement Cycle Overview**

- Life Cycle of a Placement Request (PR)
- Welcome and Preview screens
- Placement Request Details screen
- Redirecting placement requests
- Monitoring placements and entering responses on behalf of non-HSPnet Destination Coordinators
- Preceptor Assignment
- Using the Inbox
- Generating and printing reports
  - Report Queue management
  - Predefined reports and wizards