

## CHAPTER 5. STAFF AND USER ID FUNCTIONS

### *Adding New Staff and Users*

The HSPnet Administrator will control setting up and maintaining user ID's and passwords.

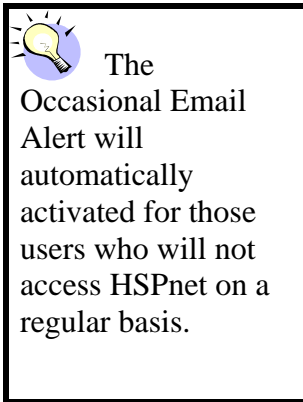
1. Select **Maintenance** from the left navigation.
2. Select **Staff and Users** from the left navigation.
3. Perform a Search on the staff member before entering their name into HSPnet. Type in the first two letters of their last name and click on **Search**. If the users name appears you may skip to Step 5. If the person you are looking for does not appear click **+** to add a new staff member or user.
4. Complete the required fields (\*) including **First** and **Last** names and Role. To determine their role in HSPnet use the following guidelines:


#### **Placing Agency Roles:**

Placement Coordinator	Coordinates PR's in a Program
Instructor	Teaches a Course or leads a Group

#### **Receiving Agency Roles:**

Receiving Coordinator	Coordinates PR's for one or more Services
Destination Coordinator	Coordinates PR's for one or more Destinations
Supervisor/Preceptor	Assigned to or supervises a student



5. Once the individual is located in HSPnet, click on the .
6. A user maintenance screen will appear which will allow the HSPnet administrator to set the access rights for that specific user. A username must be defined as well as an email address. A typically username is the first initial and last name. **NOTE: Be sure the check-box User ID Enabled is selected.**
7. The HSPnet administrator may also make the user and **Occasional User** by clicking on the Occasional User Box which will send an email to the user when a placement needs their attention.
8. Determine what access rights will be given to the individual by using the "Allow All" radio button or selecting from the selected list. The double arrows will move information back and fourth.

### *Placing Agencies*

- Departments: Select the radio button "Select from List" to determine the **Departments** the user will have access to
- Programs: Select the radio button "Select from List" to determine the **Programs** the user will have access to.




*Receiving Agencies*

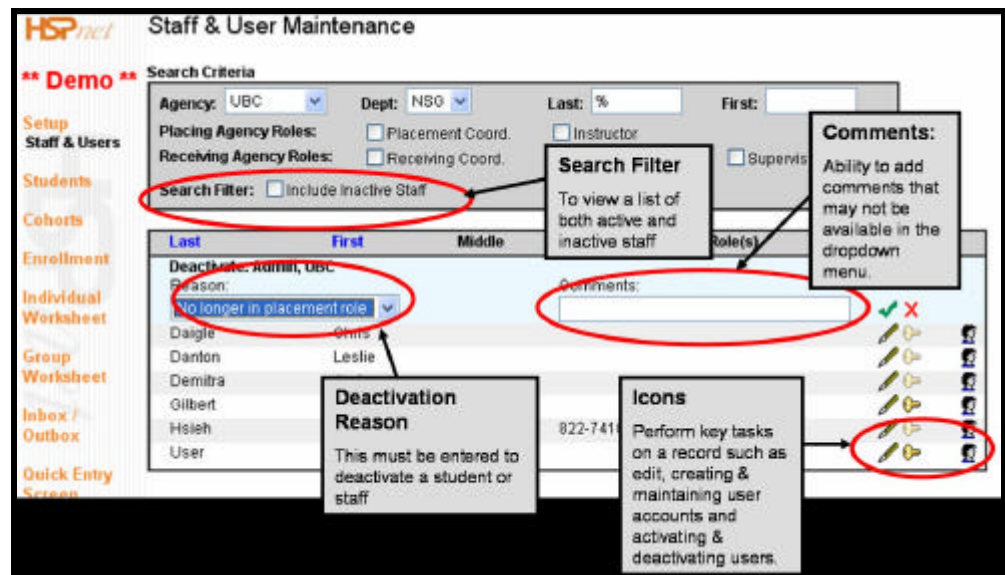
- Departments: Select the radio button “Select from List” to determine the **departments** the user will need access to.
  - Disciplines: Select the radio button “Select from List” to determine the **Disciplines** the user will need access to
  - Sites: Select the radio button “Select from List” to determine the **Sites** the user will need access to.
  - Services: Select the radio button “Select from List” to determine the **Services** the user will need access to.
  - Destinations: Select the radio button “Select from List” to determine the **Destinations** the user will need access to.
9. Select the Save Changes box once rights have been determined and close window using the Close Window box at the top of the screen.
  10. An automatic email will be sent to the activated user providing them with a temporary username and password. The first time the user tries to login to HSPnet it will ask him/her to change their password.

 It is very important that Access Rights are set up properly with users receiving access to information deemed necessary

## 5.1. HSPnet USER ID MAINTENANCE



### *Deactivating Staff User ID's*

1. Select **Maintenance** from the left navigation.
2. Select **Staff and Users** from the left navigation.
3. Perform a Search on the staff member before entering their name into HSPnet. Type in the first two letters of their last name and click on **Search**.
4. Click on the  to deactivate a current staff member.
5. Select a reason from the drop-down list for deactivation. If the reason does not appear, use the comments box for details.
6. Click  to Save.
7. The screen will automatically refresh and the deactivated user will no longer appear unless you click on the search filter at the top of the screen to include inactive staff.
8. Click on the **Search** button to refresh the screen and have the inactive users appear with a  next to their name.



### *Reactivating Staff User ID's*

1. Select **Maintenance** from the left navigation.
2. Select **Staff and Users** from the left navigation.
3. Perform a Search on the staff member before entering their name into HSPnet. Type in the first two letters of their last name and click on **Search**.
4. Enable the checkbox in the current view filter to include Inactive Staff.

5. Click on the **Search** button to refresh the screen and have the inactive users appear with a  next to their name.
6. Click on the  to reactivate the user. The screen will prompt you with “Are you sure you want to activate this staff record?” Answer Yes.
7. The screen will automatically refresh and the deactivated user now become active, but will need to have a password and access rights reinstated. See Section 5.