



Mark your Calendar!

HSPnet Webinar Refreshers



Dates: See your provincial login page

Time: 9:00 am - 11:00 am (PST)

Requirements to Join:

Computer/tablet with internet connection
Telephone connection

Connection instructions will be posted on provincial login pages

Why you should join

This is a great opportunity to join HSPnet users from across Canada in an interactive session ... from the comfort of your office! Participants will benefit from a refresher on the placement cycle, with demonstration of recent changes and enhancements, plus a review of other features as time permits.

Who should participate

- **Placing or Receiving Coordinators** who have previously completed a classroom training session or phone training.
- Other users with an active HSPnet account – Student Administrators, Course Leaders, and Destination Coordinators – may join for information purposes.

What we will cover

Placing Coordinator Sessions

- Brainstorming to identify questions and areas to review
- Staff and Student Maintenance
- Managing Cohorts & Enrollment
- Welcome screen and Key Changes
- Outbox and Advanced Schedule
- Group and Individual shift Schedules
- Cleanup of past placements
- Recent and upcoming enhancements
- Shortcuts and streamlining tips
- Other HSPnet features and Q&A (as time permits)

Receiving Coordinator Sessions

- Brainstorming to identify questions and areas to review
- Staff and User Maintenance
- Service & Destination Maintenance
- Welcome screen and Key Changes
- Quick Entry Screen and Guest Access
- Cleanup of past placements
- Recent and upcoming enhancements
- Generating reports
- Shortcuts and streamlining tips
- Other HSPnet features and Q&A (as time permits)