

Deadlines and dates vary year to year and will be emailed to students

Step 1 Detailed Instructions

- 1. Check your Ryerson University email for your temporary password for HSPnet. **Temporary passwords will be sent to your Ryerson University email account on _***. This automated email will be sent from support@hspcanada.net. Please check your email “Spam” folder. The contents of this email will be similar to the sample email shown below:**

HSPnet-ON password

1 message

support@hspcanada.net <support@hspcanada.net> Fri, Oct 11, 2013 at 11:06 AM

Reply-To: support@hspcanada.net

To: youruserid@ryerson.ca

Your password for HSPnet-ON has been reset by your Local Administrator or the System Administrator.

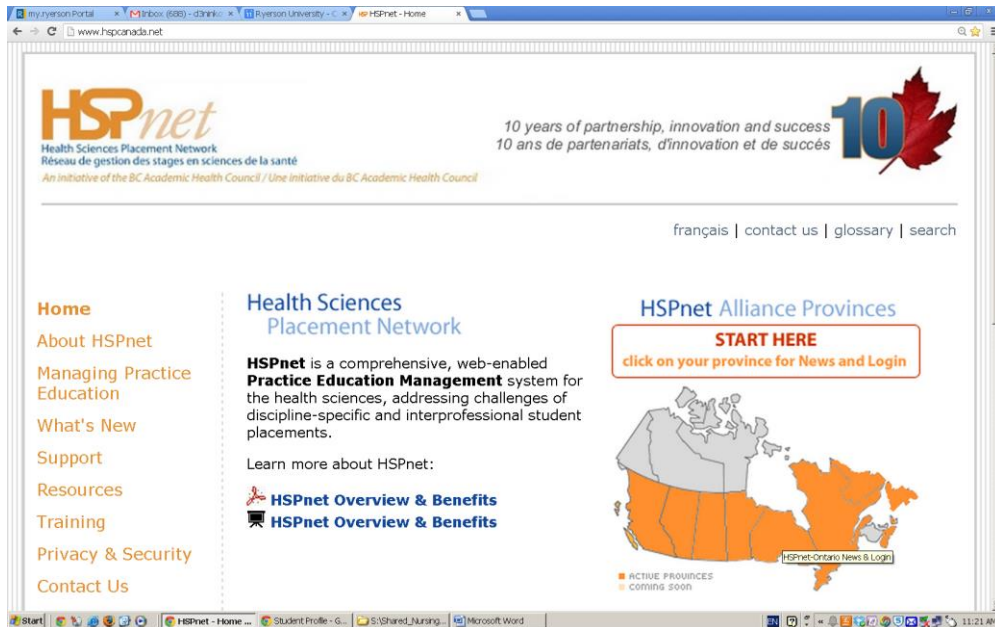
We have reset your HSPnet password to: **your temporary password will be shown here**

After successful login, you will be prompted to change this temporary password. Passwords must contain 8 to 12 characters, with a combination of letters and numbers.

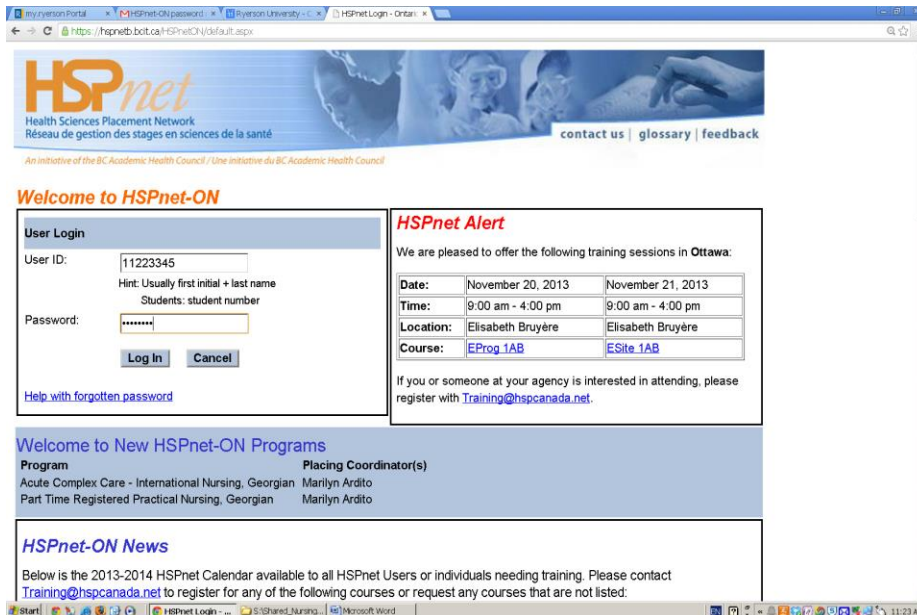
If you have any problems with your reset password or have received this email message in error, please reply to this email.

Regards,
HSPnet Team
mailto:support@hspcanada.net
<http://www.hspcanada.net>

- Go to <http://www.hspanada.net/> and click on the province of Ontario on the map of Canada to go to Ontario login page:



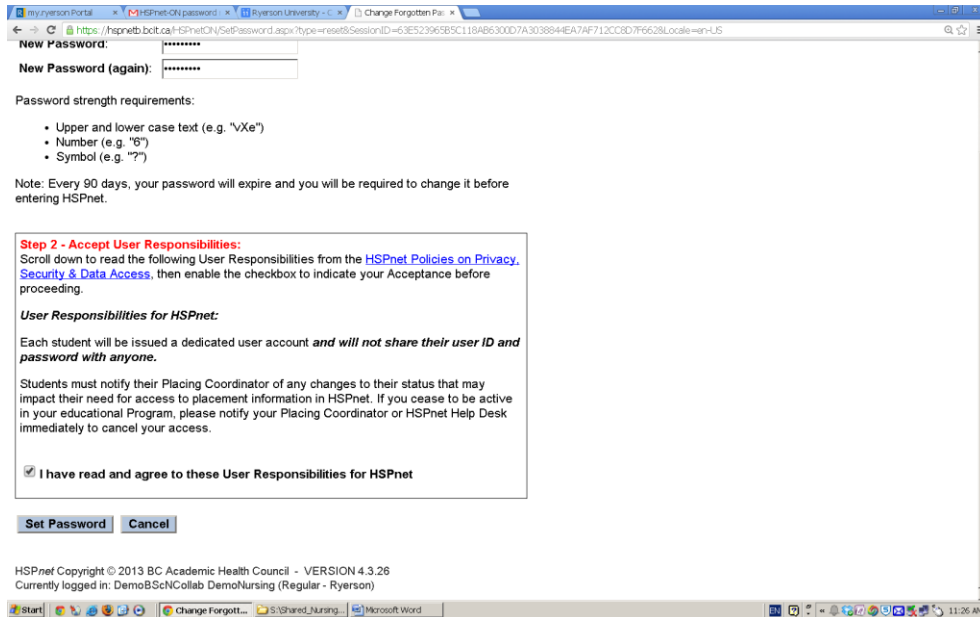
- Enter your Ryerson University student number in the User ID field and your temporary password in the Password field:



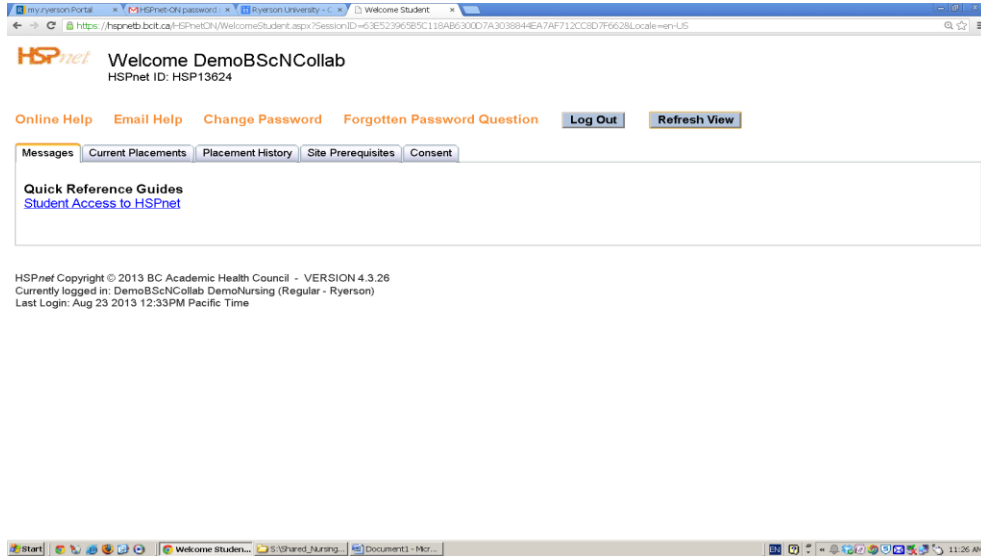
4. Change your password by entering your New Password as instructed on this page:



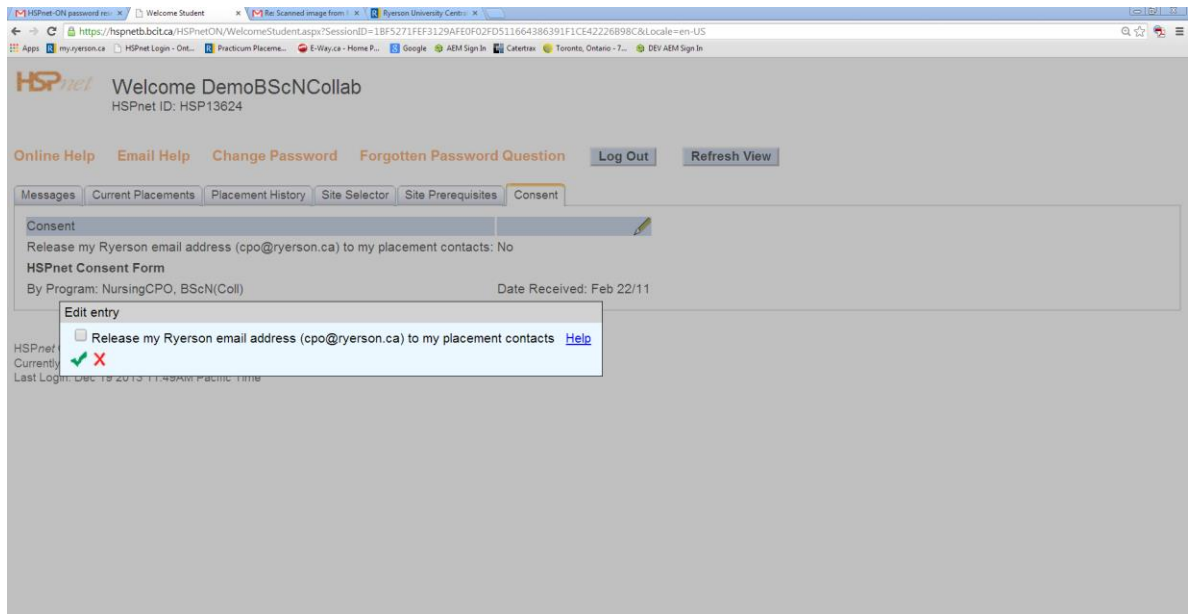
5. Read and accept “User Responsibilities for HSPnet” section and click on “Set Password” to set your password:



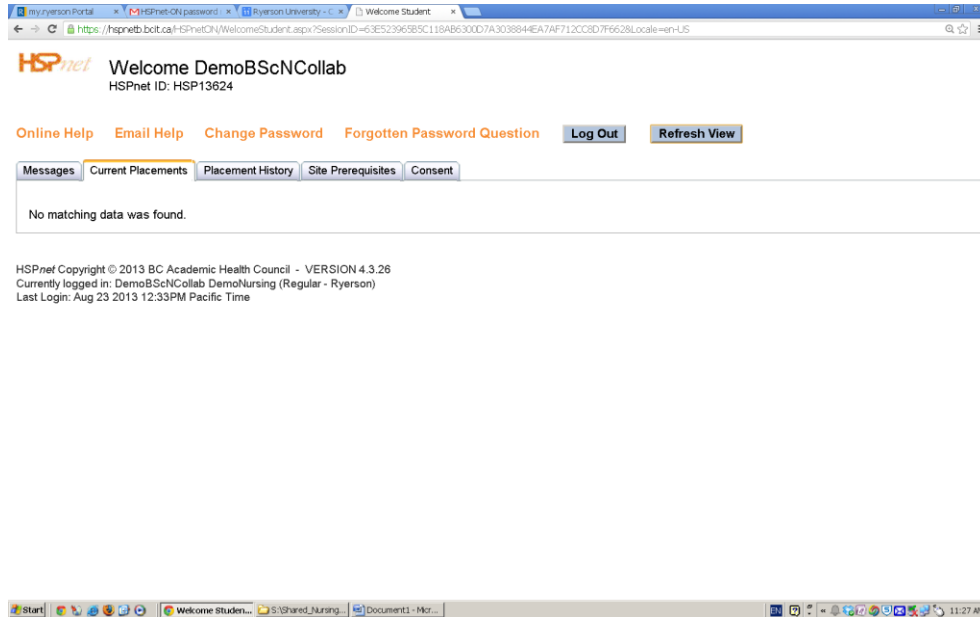
6. Your welcome screen will look like this:





7. Release your email address to your placement by selecting the Consent tab, clicking on the pencil, and clicking in the box for “Release my Ryerson email address to my placement contacts” and then clicking on the green check mark to save your preference. Placement partners are communicating with students directly regarding placement information. **Your placement will not be released until this step has been completed. Please complete this step by November 15.**



8. **“No matching data was found.” Will show up under the “Current Placement” tab. This is because your placement has not been confirmed yet. This information will not become visible to you until early January.**









9. **Update your “Home Contacts” in HSPnet. This can be done anytime and it is your responsibility to ensure that the information is correct and current throughout your program. Login to your HSPnet account and:**
- a. **Click on the “Student Profile” tab**
 - b. **Your “Home Contacts” information will be displayed**
 - c. **To update, click on the yellow pencil  image next to “Contact Information – internal use only”**
 - d. **Make changes**
 - e. **Click on the green checkmark  image to save your changes**
 - f. **You will see your updated “Home Contacts” information**

10. **Additional information can be added for your Placement Coordinator such as fluency in languages other than English and access to a vehicle under “Site Prerequisites” tab:**

Messages | Current Placements | Placement History | Site Selector | Site Prerequisites | Consent | Student Profile

Enter your current level of compliance with requirements of placements sites, to guide your educational program during assignment to a placement

My Compliance with Prerequisites of Placement Sites

Requirement	Compliance	Comments +
Vehicle/Transportation Required	Yes	 
Language: Cantonese & Mandarin fluency	Yes	 
Language: Portuguese fluency	Yes	 

Use green plus icon (+) to add items to your profile or dustbin icon (🗑️) to remove items from the list.

Important things to remember:

1. If you make any changes to your address under “Home Contacts”, you must also email cpo@ryerson.ca from your @ryerson.ca official student email account to let us know. Include your Ryerson student number, current year of study, and program (Collaborative BScN, Post Diploma BScN, or Master of Nursing). Your message will be forwarded to your placement coordinator.
2. Address provided in the “Home Contacts” will be used to find appropriate placements for you. Make sure that the address you provide is your address during the school year.
3. You will not be able to change the “Email” field. This is your official @ryerson.ca student email and cannot be updated by students. If your @ryerson.ca email has changed, you must contact CPO to request this change.
4. You will notice that you can add an alternative email (“Alt. Email”) to your “Home Contacts”. We will not use your “Alt. Email” to communicate with you. We will ALWAYS use your official @ryerson.ca student email ONLY.
5. Updating your “Home Contacts” in HSPnet does not automatically update your contact information in RAMSS. You will need to do this by logging in to <https://my.ryerson.ca>.

Thank you for completing “Step 1: Activating your basic HSPnet access. Detailed instructions and more information about steps 2 will follow shortly.

Questions? Contact Central Placement Office (CPO), cpo@ryerson.ca, (416) 979-5000 x4956, <http://ryerson.ca/cpo/index/contact.html>