

Please complete Steps 1, 2, first.

Contact information changed after the deadline may not be considered.

A report will be downloaded the morning after the deadline to work on placements.

Deadlines vary year to year and will be emailed to students

HSPnet - Student Profile – “Home Contacts” will be used as part of the placement process

Practice placement decisions and student assignments are based on some or all of the following, depending on the year of study:

- curriculum requirements
- placement availability
- home address
- faculty consultation
- past practice experience (year 3 and year 4)
- interviews (year 3 and year 4)

Ryerson requires that all official or formal electronic communications from students be sent from their official Ryerson email account (<http://www.ryerson.ca/senate/policies/pol157.pdf>), regardless of their home site.

By following this process you acknowledge and agree to the following conditions:



- Students are responsible for regularly checking their Ryerson e-mail address and **HSPnet**.
- Placement partners may request student contact information including Ryerson e-mail for certain placement purposes. Please release your email on **HSPnet** (see below). For those partners who are not on **HSPnet**, your contact information will be shared with them upon receiving such a request.
- Placement confirmation and issues related to placements are shared with clinical instructors / faculty advisors and lead teachers throughout each term as necessary. Student contact information (phone and email) will be shared with clinical instructors / faculty advisors and lead teachers as appropriate for placement purposes.
- In addition to this information, students are responsible for completing the Practice Requirement Record form (PRR) for returning students. Students who submit PRRs that are incomplete or received after the deadline risk not being allowed into their placement. The PRR form is available at <http://ryerson.ca/cpo/students/collaborative/index.html>

Protection of Privacy

The information on this form is collected under the authority of the Ryerson University Act and is needed to process your application for your practice placement course. The information will be used in connection with placement negotiations and communication with placement agencies. If you have any questions about the collection, use and disclosure of this information by the School of Nursing, please contact Manager, Central Placement Office at 416-979-5000 ext. 6573 Ryerson University, 350 Victoria Street – POD-477-A, Toronto, Ontario M5B 2K3.

Step 1

To view and/or update your “Home Contacts” in HSPnet:

1. Login to your **HSPnet** account at <http://hspscanada.net>
2. Click on the “Student Profile” tab
3. Your “Home Contacts” information will be displayed
4. To update, click on the yellow pencil image () next to “Contact Information - internal use only”
5. Make changes
6. Click on the green checkmark image () to save your changes
7. You will see your updated “Home Contacts” screen

Important things to remember:

- Please ensure that your Student Profile Contact Information is correct and up to date. The address where you will live including the city and postal code during the 2016-2017 school year will help determine the location of your placement. Please also include your current home telephone and cell phone if applicable.
- Make sure that the address you provide is your address during the **school year**.
- 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.
- 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.
- 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>.

Step 2







You can also provide additional information for years 3 and 4 such as fluency in languages other than English and access to a vehicle under “Site Prerequisites” tab:


[Online Help](#) [Email Help](#) [Change Password](#) [Forgotten Password Question](#) [Log Out](#) [Refresh View](#)

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 garbage can icon () to remove items from the list. Questions? Contact Central Placement Office (CPO), cpo@ryerson.ca, (416) 979-5000 x4956, <http://ryerson.ca/cpo/index/contact.html>
