

Please complete **Steps 1, 2**, below **no later than February, 23rd, 2018**.
Contact information changed after this time may not be considered.
A report will be downloaded on **Monday, February 26, 2018** at 8 am to work on placements.

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

Step 1

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

1. Login to your **HSPnet** account at <http://hspcanada.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. “Address 1” should be your specific address (house # and street name)
6. **“Address 2” enter your major intersection (i.e. Yonge and Dundas)**
7. Click on the green checkmark image (✓) to save your changes
8. You will see your updated “Home Contacts” screen

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:

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.

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 2018-2019 school year will help determine the location of your placement. Please also include your current telephone if applicable.
- Make sure that the address you provide is your address during the **school year**.
- 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>.

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)
- submission of resume and participation in the interview process (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.

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