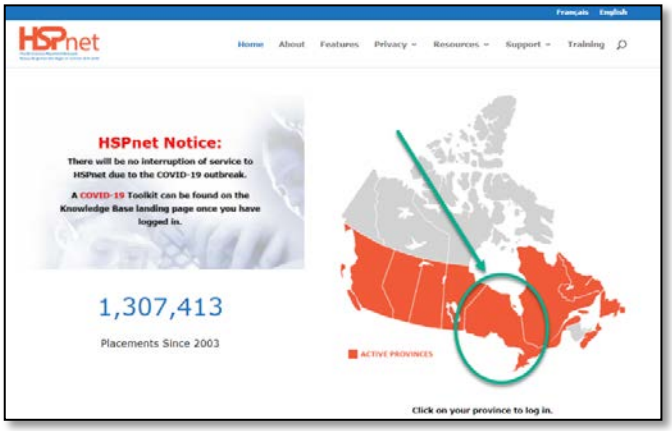
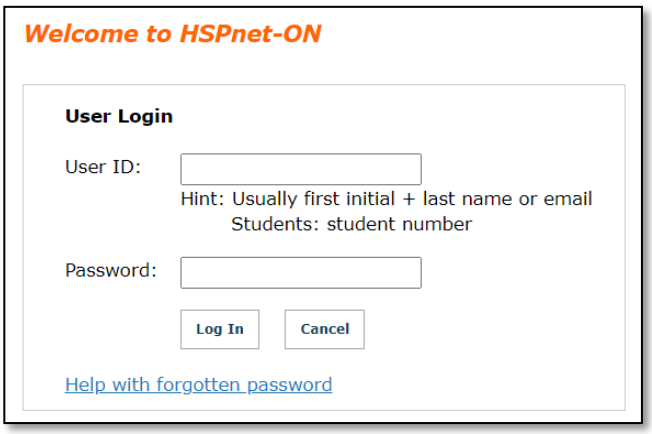
How to upload your documents on your HSPnet account

Step 1 – Access the HSPnet site and click on Ontario on the map.



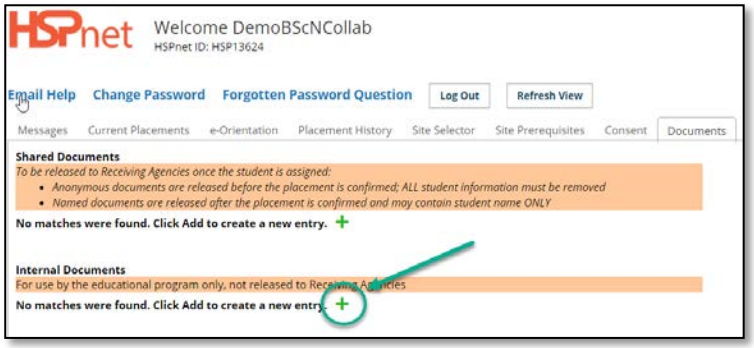
Step 2 – Log In with your Ryerson Student Number as the User ID and enter your password. Your HSPnet password* is not the same as your my.ryerson.ca password.



***For forgotten and/or expired passwords, email the Central Placement Office at Ryerson to request a password reset.**

Step 3 – Click the Documents tab on your Welcome page.

Step 4 – Upload Documents under Internal Documents. Do not upload Documents under Shared Documents.

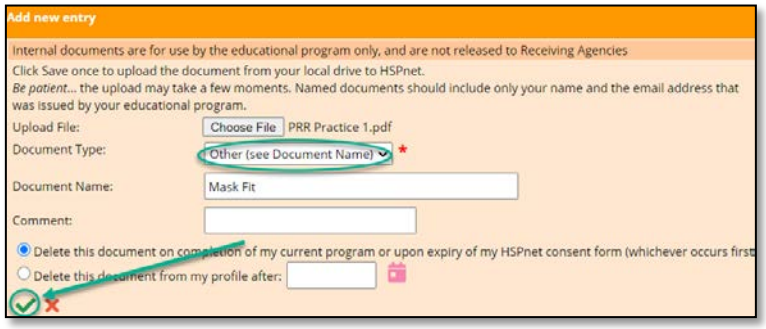


Mailing Address:
350 Victoria Street
Toronto, ON, Canada
M5B 2K3

288 Church Street – 5th Floor
Toronto, ON, Canada
M5B 1Z5

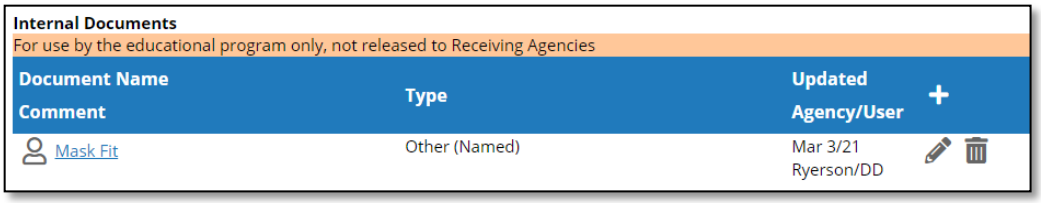
ryerson.ca/nursing

Step 5 – Choose File to upload. For Document Type, choose Other. Name the Document accordingly, see table. Click the Green Check Mark to Save.

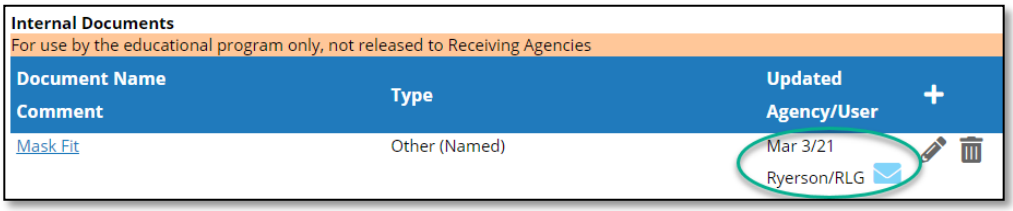


Component	Document Name**
Completed PRR Package	PRR
CPR-BLS/HCP	Annual CPR
Mask Fit	Mask Fit
Vulnerable Sector Check	VSS
CNO Registration (MN and PD students only)	CNO
Blood work (MMR, Varicella and Hep B) *Laboratory Results*	Blood work
Additional Boosters (if applicable)	Boosters
Immunization Card (if applicable)	Immunization Record
COVID-19 Vaccine	COVID-Vaccine
Influenza Vaccine	Annual Flu Shot
Chest X-Ray TB Screening (For Positive results only)	Chest X-Ray
Student Declaration of Understanding	Declaration
HSPnet Consent Form	HSPnet Consent

Once saved, your list should look like this. Repeat process as needed.



Step 6 – Student's initials will change once the document is reviewed. As seen here:



Note: Students will receive an email indicating they have been cleared for the upcoming placement, or an email containing feedback for any missing information.

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