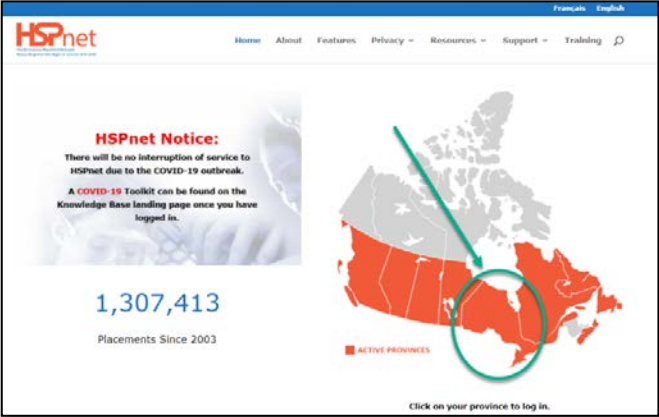
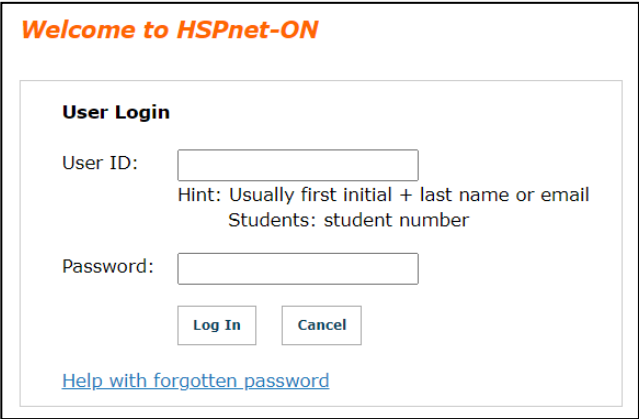


How to upload your documents on your HSPnet account

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.

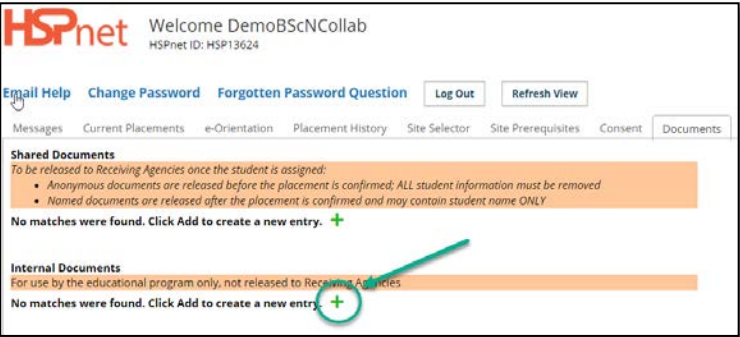


*For forgotten and/or expired passwords, email the Central Placement Office at Ryerson to request a password reset.

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



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



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

<u>Component</u>	<u>Document Name**</u>
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.

Internal Documents			
For use by the educational program only, not released to Receiving Agencies			
Document Name	Type	Updated	+
Comment		Agency/User	
Mask Fit	Other (Named)	Mar 3/21 Ryerson/DD	

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

Internal Documents			
For use by the educational program only, not released to Receiving Agencies			
Document Name	Type	Updated	+
Comment		Agency/User	
Mask Fit	Other (Named)	Mar 3/21 Ryerson/RLG	

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