



Health Sciences Placement Network  
Réseau de gestion des stages en sciences de la santé

# Staff & User Maintenance Screen Receiving Agencies February 22, 2022



# Warm Welcome!

- Thank you!
- Chat for questions



# Learning Outcomes

- Maintain staff records
- Create user accounts
- Manage access rights



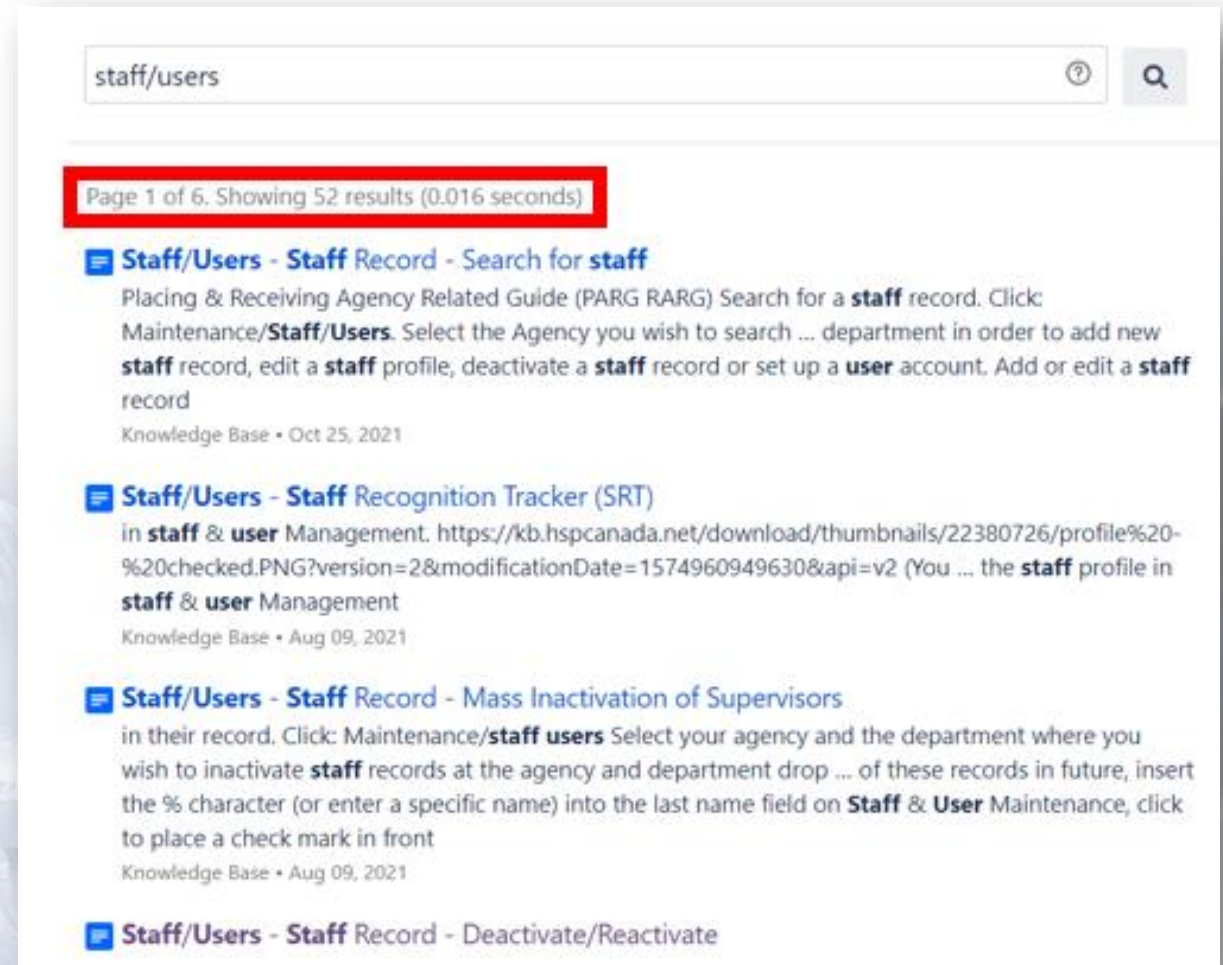
- Not covered:
  - Staff profiles
  - Training
  - First login
  - Change password
  - KB: Staff/Users – Staff Record – Profiles

# Resources

- Knowledge base
  - Search for staff
  - Mass inactivation of supervisors
  - Deactivate & reactivate
  - Password reset
  - Create (or edit) a new staff record
  - RA new user set up and editing

 **Help/Support**  
**Knowledge Base**

- <https://kb.hspscanada.net/>



The screenshot shows a search interface with the query 'staff/users' in the search bar. Below the search bar, a red box highlights the text 'Page 1 of 6. Showing 52 results (0.016 seconds)'. The results list includes:

- Staff/Users - Staff Record - Search for staff**  
Placing & Receiving Agency Related Guide (PARG RARG) Search for a **staff** record. Click: Maintenance/**Staff/Users**. Select the Agency you wish to search ... department in order to add new **staff** record, edit a **staff** profile, deactivate a **staff** record or set up a **user** account. Add or edit a **staff** record  
Knowledge Base • Oct 25, 2021
- Staff/Users - Staff Recognition Tracker (SRT)**  
in **staff** & **user** Management. <https://kb.hspscanada.net/download/thumbnails/22380726/profile%20-%20checked.PNG?version=2&modificationDate=1574960949630&api=v2> (You ... the **staff** profile in **staff** & **user** Management  
Knowledge Base • Aug 09, 2021
- Staff/Users - Staff Record - Mass Inactivation of Supervisors**  
in their record. Click: Maintenance/**staff users** Select your agency and the department where you wish to inactivate **staff** records at the agency and department drop ... of these records in future, insert the % character (or enter a specific name) into the last name field on **Staff & User** Maintenance, click to place a check mark in front  
Knowledge Base • Aug 09, 2021
- Staff/Users - Staff Record - Deactivate/Reactivate**



# Questions? Feedback? Request?

- Email to: [support@hspscanada.net](mailto:support@hspscanada.net)



# Quiz

- Role of receiving coordinator
- Missing editing tools

***What could be the issue?***

**? quiz ?**

# Local Administrator Role

- Manage site contents: services & destinations for RA
- Manage staff records & user accounts (incl. user access rights)
  - Provides assistance users in their department(s)
    - Logging into the system;
    - & updating passwords.

Staff & User Maintenance

Current View ☐ Show Content Roles

Agency:  Department:  Last:  First:  [Clear All](#)

Receiving Agency Roles:

- ☒ Receiving Coordinator
- ☐ Staff Administrator
- ☐ Staff Applicant
- ☐ HSPnet users only
- ☐ Active accounts only
- ☐ Destination Coordinator
- ☐ Other Staff (non-user only)
- ☐ RA Policy Access Level
- ☐ IT Provisioning
- ☐ Supervisor

Search Filter:  [Search](#)

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

[Upload Staff File to database](#)

✓	Last	First	Middle	Phone	Dept	Home Dest.	Role(s)									
<input type="checkbox"/>	Blue	Genevieve		778-456-8956	HSLnursing		RC, AAM									
<input type="checkbox"/>	Pong	Ping			HSLnursing		RC									
<input type="checkbox"/>	Premji	Farzana		416-495-2400	HSLnursing		RC									

# Departments

- Contain staff records:
  - By profession
  - Facility
  - Geography/Region

Nursing Department Site A	Nursing Department Site B	Nursing Department Site C
Staff records for Nursing Supervisors: Site A	Staff records for Nursing Supervisors: Site B	Staff records for Nursing Supervisors: Site C

Staff & User Maintenance

Current View ☐ Show Content Roles

Agency: HeartHealt Department: ALL Last: First: Clear All

Receiving Agency Roles:

- ☐ Receiving Coordinator
- ☐ Staff Administrator
- ☐ Staff Applicant
- ☐ HSPnet users only
- ☐ Destination Coordinator
- ☐ Other Staff (non-user only)
- ☐ RA Policy Access Level
- ☐ Show Inactive Staff
- ☐ DeptC only
- ☐ Active accounts only
- ☐ IT Provisioning
- ☐ Supervisor

Search Filter:

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

To Add/Edit a staff record, change the Department filter from 'ALL' to a specific Department, or click the GoTo Department button from the list of staff.



# Winning Lottery!


- Department contacts:
  - Individual may authorize new user accounts on behalf department; typically senior manager; may or may not be HSPnet user.

Staff & User Maintenance

Current View ☐ Show Content Roles

Agency: HeartHealt Department: **HSLnursing** Last: % First: Clear All

Receiving Agency Roles:  
☐ Receiving Coordinator ☐ Destination Coordinator  
☐ Staff Administrator ☐ Other Staff (non-user only)

Search Filter:  
☐ HSPnet users only ☐ Show Inactive Staff ☒ DeptC only   
☐ Active accounts only

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.  
[Upload Staff File to database](#)


✓	Last	First	Middle	Phone	Dept	Home Dest.	Role(s)
<input type="checkbox"/>	Ball	Janna			HSLnursing	↕	DeptC
<input type="checkbox"/>	Laporte	Justin			HSLnursing	↕	DeptC
<input type="checkbox"/>	Parmar	Sara			HSLnursing	↕	DeptC

Department Maintenance

Edit entry

Name Heart Hospital General and Loving Si \*

Short Name HSLnursing \*

**Department Contacts** Laporte, Justin (HSLnursing) \* Ball, Janna (HSLnursing) 

# Maintenance | Add Record

## Verify record exists

- Department
- Plus sign (add)
- Contact & role

Staff & User Maintenance

Current View ☐ Show Content Roles

Agency: HeartHealt Department: HSLnursing Last: candle First: Clear All

Receiving Agency Roles:

<input type="checkbox"/> Receiving Coordinator	<input type="checkbox"/> Destination Coordinator	<input type="checkbox"/> IT Provisioning
<input type="checkbox"/> Staff Administrator	<input type="checkbox"/> Other Staff (non-user only)	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Staff Applicant	<input type="checkbox"/> RA Policy Access Level	

Search Filter:

<input type="checkbox"/> HSPnet users only	<input type="checkbox"/> Show Inactive Staff	<input type="checkbox"/> DeptC only
<input type="checkbox"/> Active accounts only		

Search

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

[Upload Staff File to database](#)

✓	Last	First	Middle	Phone	Dept	Home Dest.	Role(s)
							+

Edit entry

DO NOT CHANGE NAMES for this individual except to correct spelling or if their name has leg different contact person, then select a different individual from the dropdown or contact Help D dropdown.

Names: Last: candle \* First: Light \*

Prev. Last Name: Preferred First Name:

Title:

Employee Number: :

Email: test5@hspnet.ca

Office Phone: ☐ Mobile device Enter busine

Office Alt Phone: ☐ Mobile device

Fax:

Educ./Profess. Designation: (for Corre

SysAdmin only: Preferred language for automated emails: ☒ English ☐ French

☐ Use filters for Governing Organization

☐ Allow this user to clone Placement Requests

☐ Allow this user to create Shared Rotation groups

☐ Allow this user to have a shared / team email address

☐ Include this person as Department Contact (to authorize new users)

Receiving Agency Roles


<input type="checkbox"/> Receiving Coordinator	<input checked="" type="checkbox"/> Destination Coordinator	<input checked="" type="checkbox"/> Supervisor
--	---	--

# Maintenance | Inactivate Staff/Users

- Department
- Head icon
- Inactivate record
  - Select reason
  - Save

## Deactivate Staff

Deactivate: Candle, Light

Reason: No longer in position/agency 

Comments:



Staff & User Maintenance

Current View ☐ Show Content Roles

Agency:  Department:  Last:  First:  Clear All


Receiving Agency Roles:

- ☐ Receiving Coordinator
- ☐ Staff Administrator
- ☐ Staff Applicant
- ☐ HSPnet users only
- ☐ Destination Coordinator
- ☐ Other Staff (non-user only)
- ☐ RA Policy Access Level
- ☐ Show Inactive Staff
- ☐ DeptC only
- ☐ Active accounts only
- ☐ IT Provisioning
- ☐ Supervisor

Search Filter:  Search

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

[Upload Staff File to database](#)

✓	Last	First	Middle	Phone	Dept	Home Dest.	Role(s)	+
<input type="checkbox"/>	Coors	Brent			HSLnursing		Superv	

# Maintenance | Sometimes ...

- *Staff assigned to request*

**Warning:**

You are deactivating a user that is currently listed as the Supervisor for one or more placements: Reference numbers

**23082**

You must assign another Supervisor (or assign no Supervisor) before deactivating this staff member.



# Maintenance | Show Inactive

- Show inactive staff

Staff & User Maintenance

**Current View** ☐ Show Content Roles

Agency:  Department:  Last:  First:  [Clear All](#)

Receiving Agency Roles:

- ☐ Receiving Coordinator
- ☐ Staff Administrator
- ☐ Staff Applicant
- ☐ HSPnet users only
- ☒ Show Inactive Staff
- ☐ DeptC only
- ☐ Active accounts only
- ☐ Destination Coordinator
- ☐ Other Staff (non-user only)
- ☐ RA Policy Access Level
- ☐ IT Provisioning
- ☐ Supervisor

Search Filter:  [Search](#)








Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

[Upload Staff File to database](#)

✓	Last	First	Middle	Phone	Dept	Home Dest.	Role(s)	+
<input type="checkbox"/>		Coors	Brent		HSLnursing		Superv	

# Maintenance | Reactivate

- Red head icon
- Uncheck: Show inactive staff

✓		<u>Last</u>	<u>First</u>	Middle	Phone	Dept	Home Dest.	Role(s)	+
<input type="checkbox"/>		Coors	Brent			HSLnursing ↔		Superv   	
✓		<u>Last</u>	<u>First</u>	Middle	Phone	Dept	Home Dest.	Role(s)	+
<input type="checkbox"/>		Coors	Brent			HSLnursing ↔		Superv   	

# Sometimes ...

50 per  
screen X 14  
screens =  
700 records

**Staff & User Maintenance**

**Current View** ☐ Show Content Roles

Agency:  Department:  Last:  First:  [Clear All](#)

Placing Agency Roles:

- ☐ Placing Coordinator
- ☐ Group Instructor
- ☐ Receiving Coordinator
- ☐ Staff Administrator
- ☐ Staff Applicant

Receiving Agency Roles:

- ☐ Instructor
- ☐ PA Policy Access Level
- ☐ Destination Coordinator
- ☐ Other Staff (non-user only)
- ☐ RA Policy Access Level

Search Filter:

- ☐ HSPnet users only
- ☐ Show Inactive Staff
- ☐ DeptC only
- ☐ Active accounts only

☐ Student Administrator

☐ Staff Administrator

☐ IT Provisioning

☒ Preceptor

Inactivate Preceptors with:

[Upload Staff File to database](#)

Prev 5 6 7 8 9 10 11 12 13 14 Next

✓		Last	First	Middle	Phone	Dept	Home Dest.	Role(s)			
<input type="checkbox"/>		Rouse	Nadia			SMHNurs	Surg S3	Superv			
<input type="checkbox"/>		Rouse	Nadia			SMHNurs	NICU-CCT2	Superv			
<input type="checkbox"/>		Rrahmani	Leonora			SMHNurs	ICU-CCT5	Superv			

# Maintenance | Supervisors

- Mass inactivation supervisors
  - Filter options
    - Department
    - Wild card %
    - Select duration
    - View list

The screenshot displays the HSPnet Staff & User Maintenance interface. On the left is a sidebar with navigation links: Welcome, Inbox, Lookup (with a search box and filters for Person, Location, PR Ref), Quick Entry, PR Summary, Content Services, Reporting, and Maintenance (Setup/Lookup, Staff/Users). The main content area is titled 'Staff & User Maintenance' and includes a 'Current View' section with a 'Show Content Roles' checkbox. Below this are search filters for Agency (HeartHealt), Department (MSJHosp), Last name (%), and First name. There are checkboxes for Receiving Agency Roles (Receiving Coordinator, Staff Administrator, Destination Coordinator, Other Staff (non-user only), IT Provisioning) and Search Filter options (HSPnet users only, Show Inactive Staff, DeptC only, Active accounts only). A red box highlights the 'Inactivate Supervisors with:' dropdown menu, which is open and shows options: 'No students in past 2 years', 'No students in past 3 years' (highlighted), 'No students in past 4 years', and 'No students in past 5 years'. A 'Search' button is next to the dropdown. Below the filters is a table with columns: Last, First, Middle, Phone, Dept, Home Dest., Role(s), and a plus icon. The table lists three supervisors: Laronde, Margot; Rock, Julianne; and Tesla, Pierre, all with the role 'Superv'. At the bottom of the table are buttons for 'Select All', 'Select None', an 'Action' dropdown, and a 'Submit' button. A status message at the bottom left states: 'Status: You have successfully inactivated 4 staff records, and disabled their user account if one exists. The Staff has been saved as a CSV file: View List.' with a 'Hide' button.

**HSPnet**  
\*\*Demo\*\*  
Welcome  
Inbox  
Lookup  
Person  
Location  
PR Ref  
Quick Entry  
PR Summary  
Content Services  
Reporting  
Maintenance  
Setup/Lookup  
Staff/Users

Staff & User Maintenance

Current View ☐ Show Content Roles

Agency: HeartHealt Department: MSJHosp Last: % First: Clear All

Receiving Agency Roles: ☐ Receiving Coordinator ☐ Destination Coordinator ☐ IT Provisioning  
☐ Staff Administrator ☐ Other Staff (non-user only)

Search Filter: ☐ HSPnet users only ☐ Show Inactive Staff ☐ DeptC only  
☐ Active accounts only

Inactivate Supervisors with:  
No students in past 2 years  
No students in past 3 years  
No students in past 4 years  
No students in past 5 years Search

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.  
[Upload Staff File to database](#)

✓	Last	First	Middle	Phone	Dept	Home Dest.	Role(s)	+
<input type="checkbox"/>	Laronde	Margot			MSJHosp		Superv	
<input type="checkbox"/>	Rock	Julienne			MSJHosp		Superv	
<input type="checkbox"/>	Tesla	Pierre			MSJHosp		Superv	

Select All | Select None | Action: Submit

Status:  
You have successfully inactivated 4 staff records, and disabled their user account if one exists.  
The Staff has been saved as a CSV file: [View List](#).  
Hide



# Maintenance | Inactive Login

- Users not login for 180+ days

Staff & User Maintenance

Current View ☐ Show Content Roles

Agency: HeartHealt Department: HSLnursing Last: % First: Clear All

Receiving Agency Roles:

- ☐ Receiving Coordinator
- ☐ Staff Administrator
- ☐ Staff Applicant
- ☐ Destination Coordinator
- ☐ Other Staff (non-user only)
- ☐ RA Policy Access Level
- ☐ IT Provisioning
- ☒ Supervisor
- Inactivate Supervisor

Search Filter:

- ☐ HSPnet users only
- ☐ Show Inactive Staff
- ☐ DeptC only
- ☐ Active accounts only

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

[Upload Staff File to database](#)

✓		Last	First	Middle	Phone	Dept	Home Dest.	Role(s)			
<input type="checkbox"/>	✉	Candle	Light			HSLnursing	↔	DC, Superv	✎	✓	🔑
<input type="checkbox"/>	✉	Coors	Brent			HSLnursing	↔	Superv	✎	✓	🔑
<input type="checkbox"/>	✉	Deriet	Carole			HSLnursing	↔	DC, Superv	✎	✓	🔑
<input type="checkbox"/>	✉	Fentanyl	Marie			HSLnursing	↔	Superv	✎	✓	🔑
<input type="checkbox"/>	✉	Istwood	Clint		604-888-9992	HSLnursing	↔	Superv	✎	✓	🔑

# Maintenance | Reactivate Users

## ■ User ID Enabled

User Maintenance

Istwood, Clint  
604-888-9992

[User Account Information](#) [Copy Access Rights](#) [Departments](#) [Disciplines](#) [Sites](#) [Services](#) [Destinations](#) [Review and Save](#)


**User Account Information**

Recommended User ID format is the first initial plus last name - e.g. jsmith

User ID:

Email:

Level:

☒ User ID Enabled   
New password will be sent to user

Last Login: Never

☐ Restrict to View Only

☐ Hide Student Names

☒ Email Alerts Accepted  
(clear checkbox if this user will not actively manage an Inbox) [Help](#)

☐ Require this user to repeat the mandatory orientation

[Save Changes](#)

[Next >](#)

User Maintenance

Istwood, Clint  
604-888-9992

[User Account Information](#) [User Access Authorization](#) [Copy Access Rights](#) [Departments](#) [Disciplines](#) [Sites](#) [Services](#) [Destinations](#) [Review and Save](#)

**User Access Authorization** [Help](#)

Authorized by:

Reason:

Date:

Comments:

[Save Changes](#)

[Cancel](#) | [Close Window](#)

[< Previous](#) [Next >](#)

# Activate User Access

- Avoid duplicate
- Existing record
- Key icon

Staff & User Maintenance

Current View ☐ Show Content Roles

Agency: HeartHealt Department: HSLnursing Last: candle First: Clear All

Receiving Agency Roles:

- ☐ Receiving Coordinator
- ☐ Staff Administrator
- ☐ Staff Applicant
- ☐ HSPnet users only
- ☐ Destination Coordinator
- ☐ Other Staff (non-user only)
- ☐ RA Policy Access Level
- ☐ Show Inactive Staff
- ☐ DeptC only
- ☐ Active accounts only
- ☐ IT Provisioning
- ☐ Supervisor

Search Filter: Search

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

[Upload Staff File to database](#)

✓	Last	First	Middle	Phone	Dept	Home Dest.	Role(s)	
<input type="checkbox"/>	Candle	Light			HSLnursing		DC, Superv	

Select All | Select None | Action: Submit

# User Maintenance

- User ID
- Email Address
- Next

User Maintenance

Candle, Light

[User Account Information](#)  
[User Access Authorization](#)  
[Copy Access Rights](#)  
[Departments](#)  
[Disciplines](#)  
[Sites](#)  
[Services](#)  
[Destinations](#)  
[Review and Save](#)

**User Account Information**

Recommended User ID format is the first initial plus last name - e.g. jsmith

User ID:

Email:

Level:

☒ User ID Enabled

Last Login: Never


☐ Restrict to View Only

☐ Hide Student Names

☒ Email Alerts Accepted

(clear checkbox if this user will not actively manage an Inbox) [Help](#)

☐ Require this user to repeat the mandatory orientation






# Access Authorization

- Who
- Why
- Next

User Maintenance

Candle, Light


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[User Access Authorization](#)  
[Copy Access Rights](#)  
[Departments](#)  
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[Services](#)  
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[Review and Save](#)



**User Access Authorization** [Help](#)

Authorized by:  \*

Reason:  \*

Date:   \*

Comments:

< Previous    Next >

Cancel | Close Window

# Copy Access Rights


- Account: same site, service, destination & discipline access is issued
- Select User
- Checkmark
- Email
- Close window

## User Maintenance

**Candle, Light**

[User Account Information](#)  
[User Access Authorization](#)  
**[Copy Access Rights](#)**  
[Departments](#)  
[Disciplines](#)  
[Sites](#)  
[Services](#)  
[Destinations](#)  
[Review and Save](#)

### Copy Access Rights

Copy from Existing User: Deriet, Carole (HSLnursing) ▼ 

*Or click "Next" to skip this step.*

< PreviousNext >

# Select Access Rights

- Select “not allowed”
- To “allowed”

User Maintenance

Candle, Light

[User Account Information](#)  
[User Access Authorization](#)  
[Copy Access Rights](#)  
**[Departments](#)**  
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[Sites](#)  
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[Destinations](#)  
[Review and Save](#)

### Departments

SYSADMIN users: Approval from a Department Contact is required before adding new user's access rights. Document the approval received in "User Support Comments".

☐ allow all  
☒ select from list:

**not allowed**

- Admin
- CHUdPQ
- FoodNutr
- Main
- MSJHosp

**add all**

**allowed**

- HSLnursing (Home

**remove all**

>>

<<

NOTE - Home department must be allowed

< Previous      Next >

# Select Access Disciplines

- All or from *list*
- Select from “not allowed”
- To “allowed”
- Next

User Maintenance

Candle, Light

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**Disciplines**

☐ allow all  
☒ select from list:

not allowed

- Administration/BMHS
- Administration/Clerical
- Administration/Comm Op
- Administration/HRMngmnt
- Administration/HUC/NUC
- Administration/Library Tech
- Administration/Med Asst
- Administration/Med Secretary
- Administration/Med Transcrip
- Administration/Mod Off Skills
- Administration/Office Core
- Administration/Office Train

add all

>>

<<

allowed

- Nursing/NurBacc
- Nursing/NurBaccPostDip
- Nursing/NurseAdmin
- Nursing/NurseMaster
- Nursing/NurseMgr
- Nursing/NursePhD
- Nursing/NursePract
- Nursing/PostDocPrg
- Nursing/PostMaster
- Nursing/PostRNLearn
- Nursing/PracNursing
- Nursing/PsychNurAlde

remove all

< Previous    Next >



# Select Access Sites

- All or from *list*
- Select from “not allowed”
- To “allowed”
- Next

User Maintenance

Candle, Light

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[Disciplines](#)  
**[Sites](#)**  
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[Review and Save](#)

**Sites**

☐ allow all  
☒ select from list:

**not allowed**

CollNutr  
HospSiteR  
MSJHosp  
HosHope

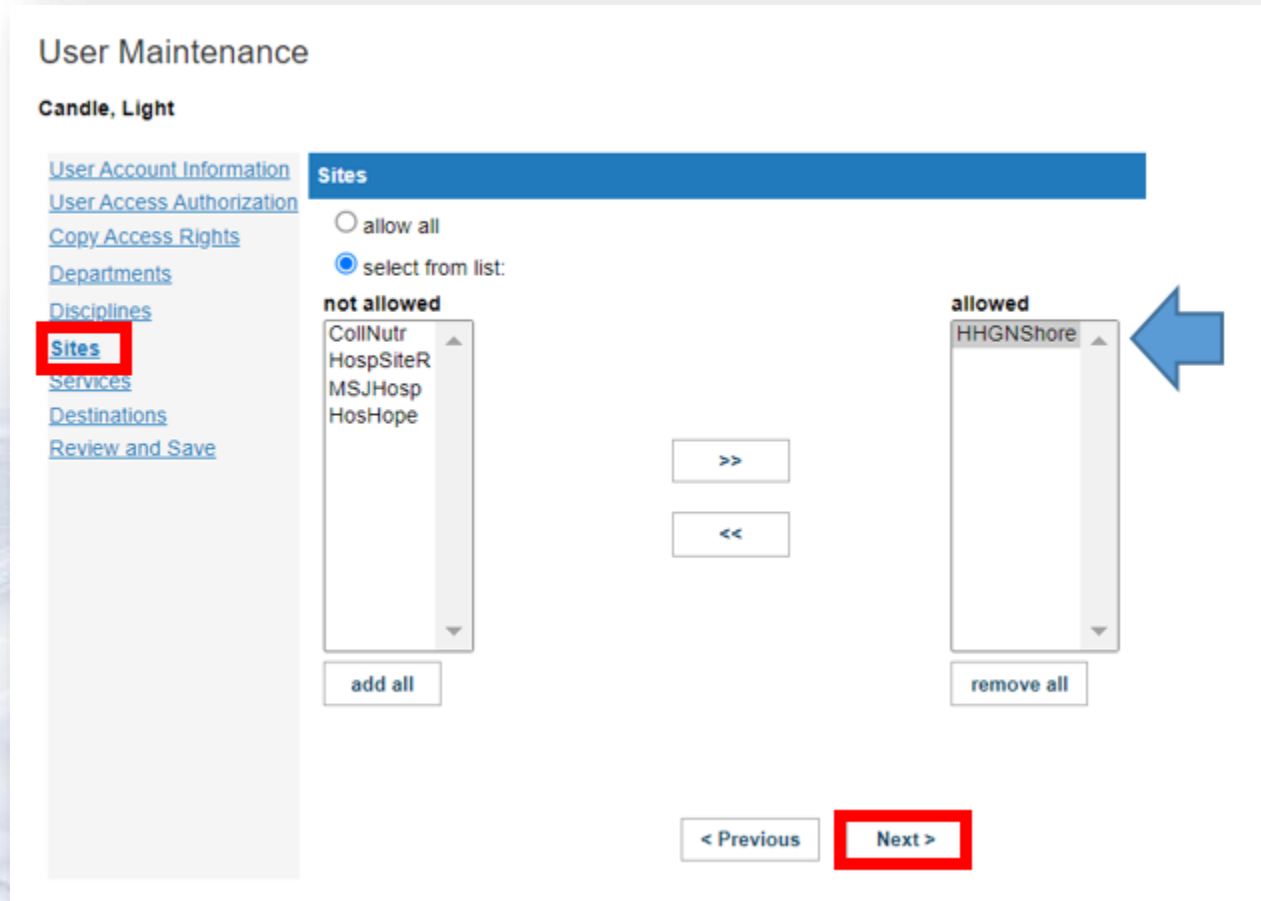
**allowed**

HHGNShore

>>  
<<

add all remove all

< Previous **Next >**



# Select Access Services

- *All* or from *list*
- Select from “not allowed”
- To “allowed”
- Next

User Maintenance

Candle, Light

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**Services**

☐ allow all  
☒ select from list:

Site  
HHGNShore ▼

not allowed

HHGNShore:PedsIP  
HHGNShore:PalliativeIP  
HHGNShore:Cardiac

add all

>>

<<

allowed

HHGNShore:SurgServ  
HHGNShore:SurgeryIP

remove all

< Previous      Next >

# Select Access Destinations

- Select from “not allowed”
- To “allowed”
- Next

The screenshot displays the 'User Maintenance' interface for a user named 'Candle, Light'. The left sidebar contains navigation links: [User Account Information](#), [User Access Authorization](#), [Copy Access Rights](#), [Departments](#), [Disciplines](#), [Sites](#), [Services](#), [Destinations](#), and [Review and Save](#). The main content area is titled 'Destinations' and features two radio buttons: 'allow all' (unselected) and 'select from list:' (selected). Below these, a dropdown menu labeled 'Site : Service' is set to 'HHGNShore:SurgeryIP' and is highlighted with a red box. To the right, there are two list boxes. The 'not allowed' list is empty. The 'allowed' list contains two items: 'HHGNShore:SurgServ:4C-FMC' and 'HHGNShore:SurgeryIP:3A', both highlighted with a red box. Between the lists are '>>' and '<<' buttons. Below the 'not allowed' list is an 'add all' button, and below the 'allowed' list is a 'remove all' button. At the bottom of the interface are '< Previous' and 'Next >' buttons.

# Review & Save

- Click Save
- Email
- First login

## Resource:

- User guide:  
*Staff/Users –User  
Account –  
Receiving Agency  
new user set up  
and editing*

User Maintenance

Candle, Light

[User Account Information](#)  
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[Sites](#)  
[Services](#)  
[Destinations](#)  
**[Review and Save](#)**

**Review and Save**

Departments: HSLnursing (Home)

Disciplines: xxPhysicianxx/Physicianxx, Therapist/Resp Ther, Therapist/RecTherDiploma, Therapist/RecTherDegree, Therapist/RecTherAsstCert, Therapist/RadTher, Therapist/OtherTher, Therapist/Music Ther, Therapist/MassageTher, Therapist/Exercise Therapist, Therapist/Art Ther, Technologist/Technician/Ultrasound Tech, Technologist/Technician/RespTech, Technologist/Technician/Rad Ther, Technologist/Technician/SPTech, Technologist/Technician/Sonography, Technologist/Technician/Rad Tech, Technologist/Technician/PolySomnography, Technologist/Technician/PhlebTech, Technologist/Technician/Perfusionist ... [Display All](#)

Sites: HHGNShore

Services: HHGNShore:SurgServ, HHGNShore:SurgeryIP

Destinations: HHGNShore:SurgServ:4C-FMC, HHGNShore:SurgeryIP:3A

 [< Previous](#) **[Save](#)**



# Summary

- Maintain staff records
  - Create user accounts
  - Manage access rights
- 
- Video: Training for RCs – Module 7
    - Staff & User Management





# Thank you!

- Email to: [support@hspcanada.net](mailto:support@hspcanada.net)

*thank you!*

