

## IF YOU HAVE NEVER USED PARIS WITHIN VCH BEFORE

### STEP 1. Ensure your Health Authority and Learning Hub accounts are set up.

<input type="checkbox"/>	<p><b>Health Authority Network ID</b></p> <p><b>You must have your Health Authority Network Account/User ID (S-number) with you when you arrive on site for your first day of practicum.</b> The ID is not required for the online training completion.</p> <p>Receive your Health Authority Network Account/User ID and an Activation Code from User Access Services <a href="mailto:uas@hssbc.ca">uas@hssbc.ca</a></p> <ul style="list-style-type: none"> <li>They are sent to your academic email (e.g. <a href="mailto:name@student.ubc.ca">name@student.ubc.ca</a>) within 4 weeks of your placement start date</li> <li>On your first day of practicum, activate your account at <a href="http://activate.healthbc.org">activate.healthbc.org</a></li> </ul> <p>Received an email from <a href="mailto:uas@hssbc.ca">uas@hssbc.ca</a>, but it did not include an activation code?</p> <ul style="list-style-type: none"> <li>If you did not receive an activation code, your account is already activated</li> <li>Set your account password using the <a href="#">Self-Service Password Reset tool</a></li> </ul> <p>Didn't receive any email from <a href="mailto:uas@hssbc.ca">uas@hssbc.ca</a> within 4 weeks of your placement start date?</p> <ul style="list-style-type: none"> <li>Contact VCH Service Desk at 604-875-4334 or 1-888-875-4334.</li> </ul>
<input type="checkbox"/>	<p><b>Learning Hub Account</b></p> <p>If you already have a <a href="#">LearningHub</a> account:</p> <ul style="list-style-type: none"> <li>Ensure it is associated with your legal name and academic email address (e.g. <a href="mailto:name@student.ubc.ca">name@student.ubc.ca</a>) and update it if necessary</li> </ul> <p>If you do not have a LearningHub account:</p> <ul style="list-style-type: none"> <li>Sign up for a LearningHub account with your legal name and academic email address at <a href="http://LearningHub.phsa.ca">LearningHub.phsa.ca</a></li> </ul>

### STEP 2. Ensure you have necessary information about your placement

<input type="checkbox"/>	<p>Prior to starting the online training, ensure you have the following information ready:</p> <ul style="list-style-type: none"> <li>✓ your legal name</li> <li>✓ start and end dates for your placement</li> <li>✓ whether or not your placement is at a Mental Health and Substance Use program</li> </ul>
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### STEP 3. Complete PARIS online training (*no earlier than 30 days and no later than 3 business days prior to placement start date*)

<input type="checkbox"/>	<p>Log in to your <a href="#">LearningHub account</a> to complete ONE of the following modules (no earlier than 30 days and no later than 3 business days prior to placement start date):</p> <p>A. <a href="#">VCH PARIS Online Foundations (Students)</a> - for students whose placement is <u>NOT</u> at a Mental Health and Substance Use program</p> <p>B. <a href="#">VCH PARIS Online Foundations Students (MHSU)</a> – for students whose placement is at a Mental Health and Substance Use program</p> <p><i>***If you are unsure which module to choose, contact your school placement coordinator or instructor.</i></p> <p><u>To complete e-Modules:</u></p> <ol style="list-style-type: none"> <li>1. Use the link provided to access the modules</li> <li>2. Register yourself for the course by clicking on Enroll in Curriculum</li> <li>3. Start the course and complete the required modules</li> </ol>
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### STEP 4. Complete the PARIS Confidentiality Pledge

<input type="checkbox"/>	<p>Upon completion of the main module, you will be redirected to the Confidentiality Pledge page where you will need to enter your legal name, and start and end date of your placement, and then accept the pledge.</p> <p>You will then receive an automatic email advising of the module completion and your next steps.</p>
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### STEP 5. Obtain your PARIS account login

<input type="checkbox"/>	<p>The account will be created within 1-2 business days. You will receive an email with login instructions.</p> <p><b>You must be added to your PARIS team(s) prior to your arrival at your placement site otherwise you will NOT be able to login.</b></p> <ul style="list-style-type: none"> <li>If you are completing your practicum as part of the instructor-led group: Your instructor will provide a site PARIS team delegate with a list of student names, placement start/end dates to add the PARIS team membership</li> <li>If you are completing your practicum as a preceptorship student: You need to communicate with your site preceptor to arrange for a site PARIS team delegate to add the PARIS team membership.</li> </ul>
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#### IF YOU HAVE USED PARIS WITHIN VCH BEFORE

- ☐ If you have used PARIS within VCH in the past 6 months prior to the start date of your placement:
- Complete Step 1 only. You do not need to complete Steps 2-5.
  - Notify the site manager/team delegate about your existing account. They will need to submit the access request form for their respective area of care on the [PARIS portal](#).
  - On most forms, the "Reactivate Account" box needs to be checked off.
- ☐ If you last used PARIS within VCH more than 6 months prior to the start date of your placement:
- Complete Steps 1-4 only.
  - Upon completion of the module and the pledge, email [IMITSPCCommunity@vch.ca](mailto:IMITSPCCommunity@vch.ca) to notify of the existing account and module completion, and provide your legal name and start and end dates of your placement.
  - If you do not remember your PARIS passwords, call the VCH Service Desk at 604-875-4334 to have the password reset.

#### IF YOU TRANSFER FROM GENERAL TO MHSU STREAM DURING YOUR PLACEMENT

- ☐ If you have used PARIS within VCH in the past 6 months prior to transferring to the MHSU stream:
- Upgrade your existing PARIS training by completing remaining incomplete modules in [VCH PARIS Online Foundations Students \(MHSU\)](#).
- ☐ If you last used PARIS within VCH more than 6 months prior to transferring to the MHSU stream:
- Complete [VCH PARIS Online Foundations Students \(MHSU\)](#).
- Once you have completed the required modules and obtained a completion record for the MHSU curriculum, please inform your site PARIS Team Delegate so that they can add you to your new MHSU team.

#### TROUBLESHOOTING

- ❓ If you are having icon or password problems, please call the VCH Service Desk at 604-875-4334.
- ❓ If you have questions about your account, please contact [IMITSPCCommunity@vch.ca](mailto:IMITSPCCommunity@vch.ca)
- ❓ If you require more information in regards to PARIS application, please click here: <https://vchparis.zendesk.com/>