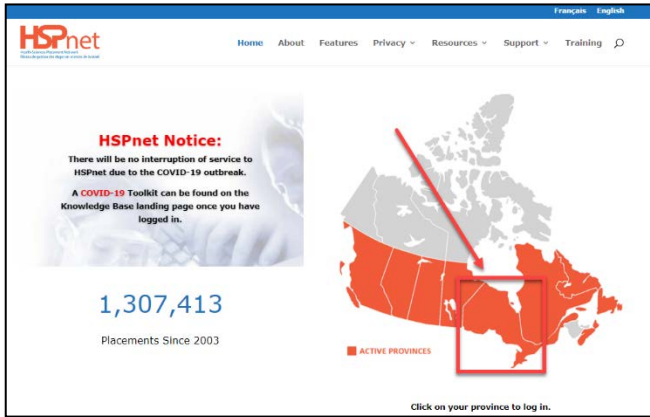


How to update your Contact Information on HSPnet

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.

Welcome to HSPnet-ON

User Login

User ID:
Hint: Usually first initial + last name or email
Students: student number

Password:

[Help with forgotten password](#)


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

Step 3 – On your Welcome page, click the Student Profile tab.



Step 4 – Click the Pencil icon.

Home Contacts

Contact Information - internal use only 

Address 1: 288 Church Street
Address 2:
City: Toronto
Province: ON
Country: Canada
Postal Code: M5B 1Z5
Phone: 123-4567-8910
Alt. Phone:
2nd Alt. Phone:
Email: cpo@ryerson.ca

Step 5 – Complete the entries. Enter your Major Intersection on Address 2. After completing all fields, click the Green Check Mark to Save. It is your responsibility to keep your information updated at all times. Email your Placement Coordinator each time you update any information.

Edit entry

Address 1: 288 Church Street

Address 2:

City: Toronto

Province: ON

Country: Canada

Postal Code: M5B 1Z5

Phone: 123-4567-8910

Alt. Phone:

2nd Alt. Phone:

Email: cpo@ryerson.ca

Primary email address should be issued by the school, rather than a personal account such as Hotmail, and cannot be edited by the student

Alt. Email:

Once saved, your Student Profile page should be completed, as seen here:

Home Contacts

Contact Information - internal use only

Address 1: 288 Church Street

Address 2: Yonge and Dundas

City: Toronto

Province: ON

Country: Canada

Postal Code: M5B 1Z5

Phone: 123-4567-8910

Alt. Phone:

2nd Alt. Phone:

Email: cpo@ryerson.ca

Alt. Email:

Note: The closest Major Intersection for 288 Church Street is Yonge and Dundas.