



# How To Access PSPNET

To learn more about the PSP Wellbeing Course, visit: <https://www.pspnet.ca/wellbeing>.

1



Review: [www.pspnet.ca](http://www.pspnet.ca)

2



Answer basic screening questions and create an account

3



Log in to account

4



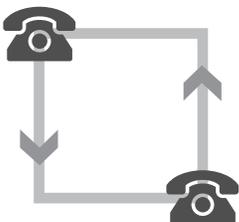
Complete the online screening (~30-45 minutes)

5



Schedule a follow-up telephone screening appointment with PSPNET

6



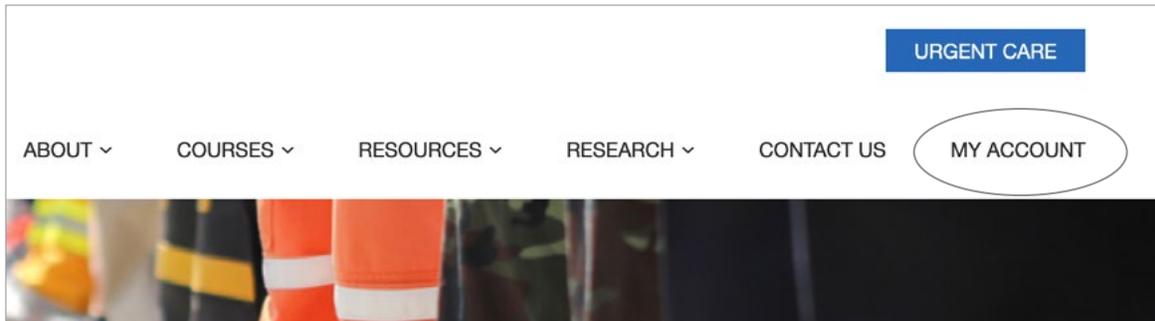
PSPNET will contact you for telephone screening (~30 minutes)



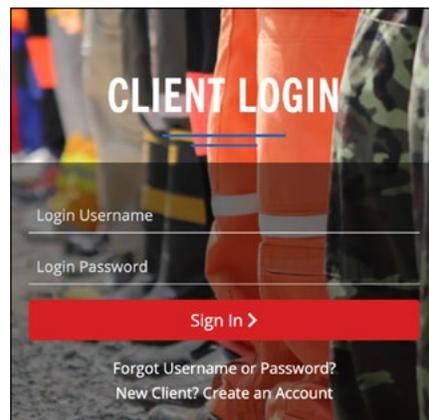
# Client Account Creation

Use Firefox or Google Chrome.

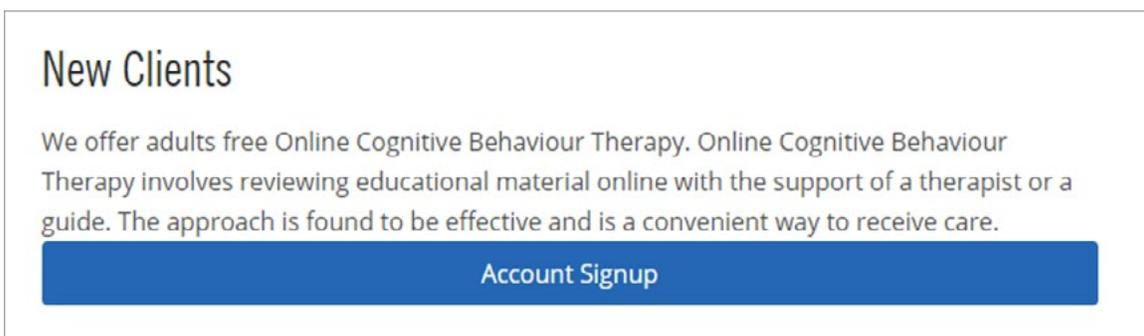
Select **'My Account'** from the menu.



Which takes you to



1. Select **'New Client? Create An Account'**.



2. Answer questions and click **'Next'**

3. Complete **'Self Enrollment'**. A valid email address is required.

## Self Enrollment

Please complete the form below to create your account. After you complete the form you will receive an email asking you to confirm your account and complete the self-enrollment process. After this, you will be able to login to the website and complete the consent form and full online screening questionnaire. At the end of the online screening, you will be asked to schedule a telephone appointment with a PSPNET staff member to discuss the results of the online screening and determine whether internet-delivered cognitive behaviour therapy is a good fit for you. To avoid errors with this process, please check that your email is correctly entered before proceeding.

<b>First name</b>	<b>Last name</b>
<input type="text"/>	<input type="text"/>
<b>Email address</b>	<b>Confirm email address</b>
<input type="text" value="name@domain.ca"/>	<input type="text" value="name@domain.ca"/>
<b>Password</b> ⓘ	<b>Password Confirmation</b>
<input type="password"/>	<input type="password"/>

[Create Account](#)

4. Click **'Create Account'**. A system generated username will be provided on the screen and will also be emailed to you. This username is needed to log in.

## Account Created

**Username:** FWJR793

Your account has been created. Please check your email for an account confirmation link. Please make note of your username, as you will need to login to the website once you confirm your account.

[Back to Login](#)

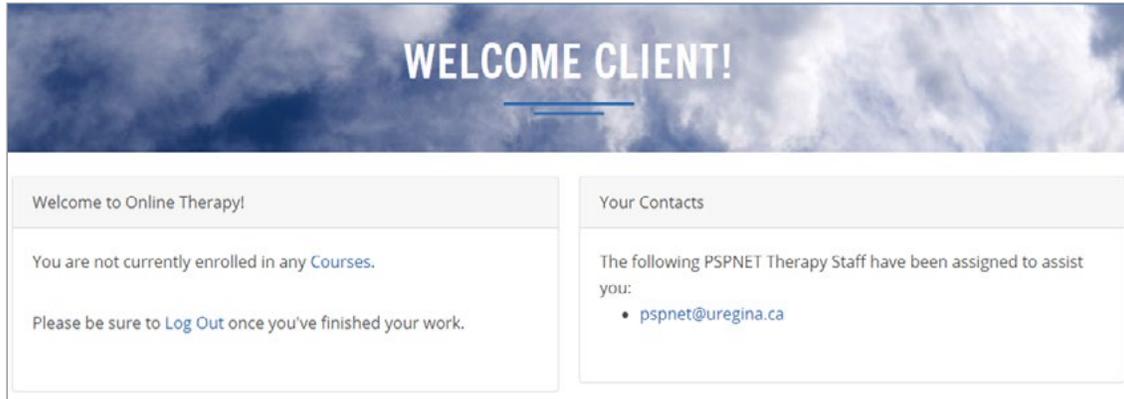
5. You will be sent a confirmation email.

6. Click on the confirmation email link to verify your email address and confirm your account.

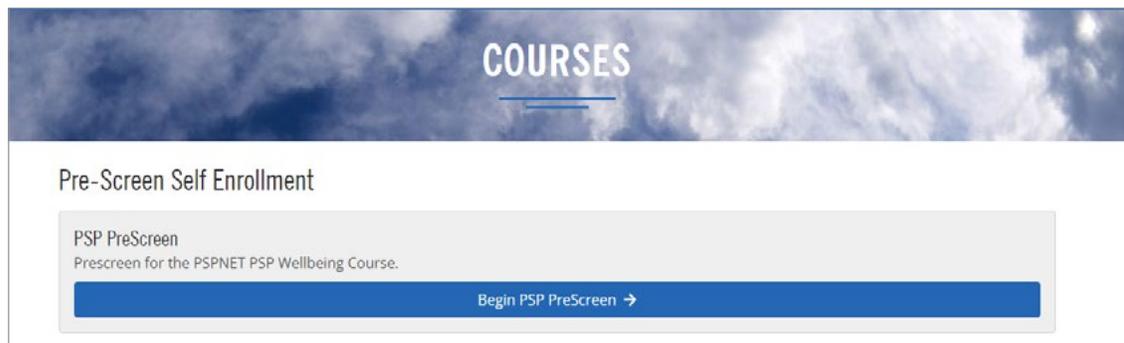
7. You can now sign into your account with the username provided and the password you created.



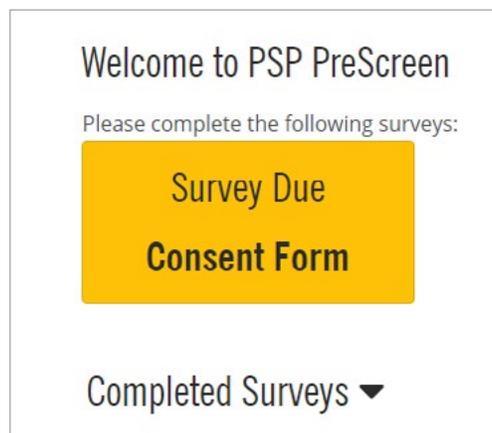
8. To self-enroll in the Online Screen, click **'Courses'** where it says "You are not currently enrolled in any Courses".



9. A **'Pre-Screen Self Enrollment'** page will open. Click on **'Begin PSP PreScreen'** to enroll in the online screening.



10. Click the **'Consent Form'**.



11. Complete the 'Consent Form'.

Consent Form

1 . By completing and submitting the questionnaire, I understand that my free and informed consent is implied and I understand the conditions of participation in the PSP Wellbeing Screening. \*

Yes

[Complete](#)

[< Previous](#)

12. Complete the online surveys in the order listed from 1-8.

Welcome to PSP PreScreen

Please complete the following surveys:

Survey Due <b>Background Information - 1</b>	Survey Due <b>Anxiety Depression - 2</b>	Survey Due <b>Trauma - 3</b>	Survey Due <b>Alcohol and Drug use - 4</b>
Survey Due <b>Functioning - 5</b>	Survey Due <b>Medical/Health - 6</b>	Survey Due <b>ICBT Feedback - 7</b>	Survey Due <b>Impact of COVID-19 - 8</b>
Survey Due <b>Telephone Apt. Scheduling - 9</b>			



# Schedule a Telephone Screen Interview

13. Click **'Telephone Apt. Scheduling – 8'** survey and it will bring up the **'Coconut Calendar'** link.

Telephone Apt. Scheduling - 8

## Telephone Interview Appointment Booking

Please ensure you have completed all of the components of the online screening before you book a telephone interview.

At the time you select below, a staff member will contact you by phone to discuss the results of the Online Screening and let you know if you are eligible for the PSP Wellbeing Course and our research project. PSPNET Staff may ask you some brief clarifying questions if more information is needed regarding your responses to the Online Screening. You may also use this time to ask any questions you may have about the program or research. Please note: The PSP Wellbeing Course is not for everyone. Participation in the Online Screening does not guarantee participation in the course.

Please be aware the telephone screen will take approximately 30 minutes to complete.

If you have any difficulty booking an appointment, please call: 306-337-7233

14. You will be presented with a calendar. Please select a time to schedule a telephone screening.

Book Appointment

- ✓ Service  
Telephone Screen
- ✓ Location  
Regina Office  
Two Research Drive, 2 Research Dr,  
Regina, SK S4S 7J7, Canada
- 3** Date & Time
- 4 Details
- 5 Summary

Available times on March 30, 2020

March 2020							>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	<b>30</b>	31					

### Select a Time

America/Regina (-06:00 CST)

**Morning**

9:00 AM 10:00 AM

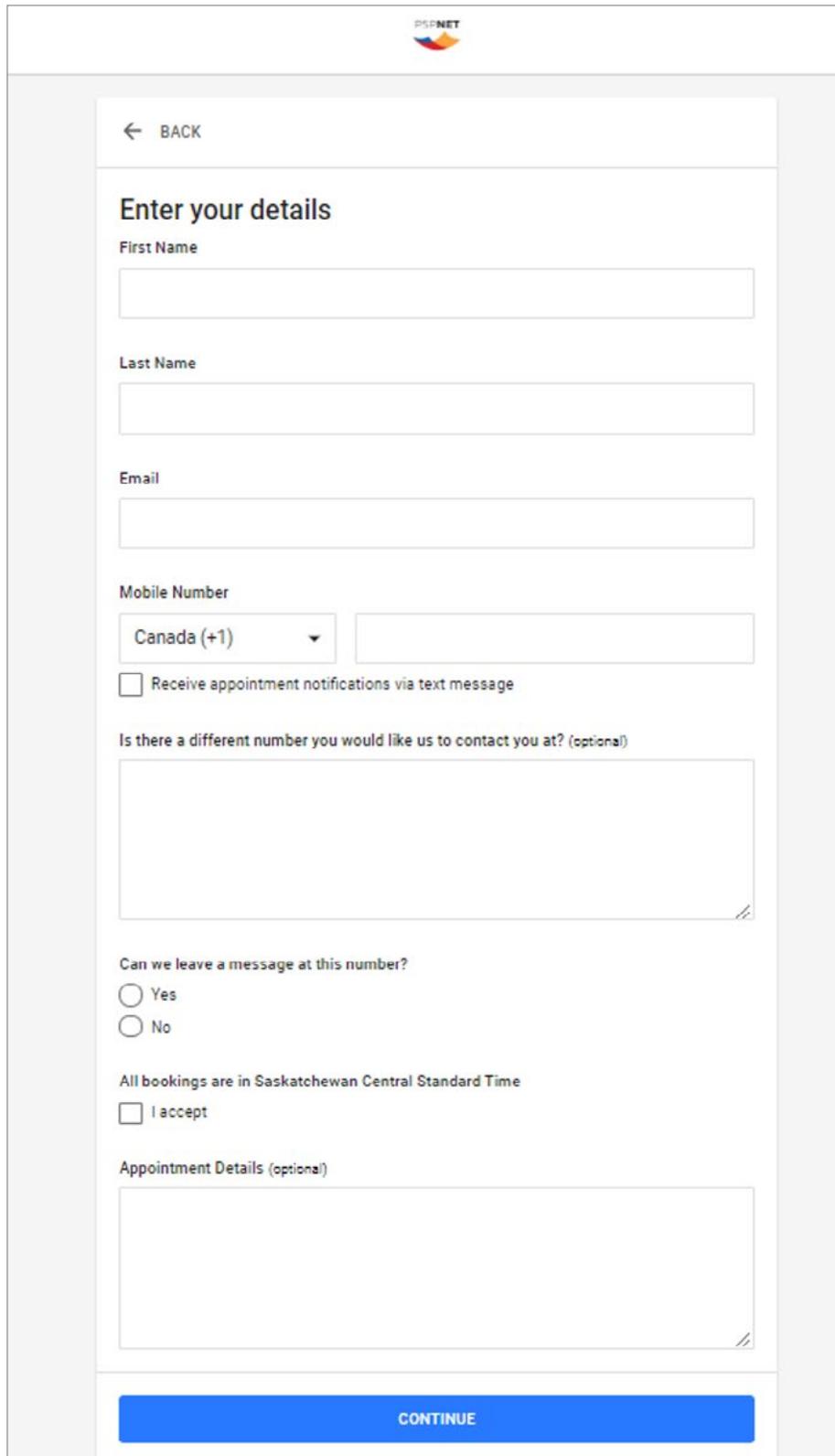
11:00 AM

**Afternoon**

1:30 PM 2:30 PM

Powered By  
 coconut SOFTWARE

15. Enter your contact details and click '**Continue**' to select your telephone screening time.



The image shows a mobile application interface for PSPNET. At the top center is the PSPNET logo. Below it is a navigation bar with a left-pointing arrow and the word "BACK". The main content area is titled "Enter your details" and contains several input fields and checkboxes:

- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- Mobile Number:** A dropdown menu currently showing "Canada (+1)" and an adjacent text input field for the number.
- Receive appointment notifications via text message
- Is there a different number you would like us to contact you at? (optional):** A large text area for an alternative contact number.
- Can we leave a message at this number?** Two radio button options: "Yes" and "No".
- All bookings are in Saskatchewan Central Standard Time**  
 I accept
- Appointment Details (optional):** A large text area for providing additional information.

At the bottom of the form is a prominent blue button labeled "CONTINUE".

16. Ensure you receive a confirmation email with the telephone appointment details.

17. The PSPNET screener will discuss your survey responses with you and determine whether PSPNET is a good fit for you at this time. The PSPNET screener will then advise you of the next steps.