Research Road Map

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Computer Access at Kingston Health Sciences Centre:

If researchers, research staff, students or trainees require computer access at Kingston Health Sciences Centre (KHSC) to a personal drive and/or shared drives or any hospital operating systems (i.e. PCS, SAP, email, internet, etc.) they will need to apply for computer access. Please complete this application: http://www.kgh.on.ca/sites/default/files/uploads/computer_access_request_form_august_2016.pdf.

To complete the form:

- Include your name, department, title, contact information, and status
- Include an expiry date for research staff (temporary/contract), students, and trainees. For permanent research staff, do not include an expiry date (indicate "Not Applicable")
- Pick a Security Word and include your Supervisor's name
- Indicate the date that you require computer access
- Under "Systems to Access", check off all applicable; add any information about specific shared drives (if applicable)
- The applicant signs the form and gets a witness to sign and print name
- Under "Administrative Authorization": for research staff, students, and trainees, the principal investigator (supervisor) signs and dates here. For researchers, their Department Head signs and dates here.

http://www.kgh.on.ca/research

Contact:

kghri@kgh.kari.net

(613) 549-6666, ext. 3344

Completed and signed applications are emailed to KHSC IT Access Requests at access@kgh.kari.net.   KHSC IT will contact the applicant and let them know when to come upstairs to Watkins 6 and pick up their KHSC username and password. If applicants do not hear from KHSC IT after a reasonable time (5-7 days after submission), please contact KHSC Help Desk (KHSC ext. 4357 or access@kgh.kari.net) to inquire on the status of your application.

In order for your hospital computer access to be approved, researchers, research staff, students, and trainees must have a KHSC ID Badge. For more information about KHSC ID Badges, please check out "Research Roadmap: Hospital ID Badges".

KGH Research Institute Email Domain:

A Kingston General Health Research Institute (KGHRI) email domain can be issued to researchers and research staff if they are conducting research at KHSC and they have e-mail messages in their KHSC mailbox that need to be retained as part of their research activity, for longer than one year. These important emails can be transferred over to your KGHRI Email account. KHSC's "Email Retention" policy and "purging of emails greater than 12 months" does not apply to the KGHRI Email account/domain: all emails kept here are kept indefinitely unless you delete them.

Students and trainees do not qualify for a KGHRI email account.

To apply for a KGHRI email domain, please complete this application: http://www.kgh.on.ca/sites/default/files/uploads/request_for_kghri_email_domain_may_1_2014.pdf.

Completed and signed applications are emailed directly to Veronica Harris-McAllister (harrismv@kgh.kari.net) for approval.

KGHRI does not manage what "content/folders" researchers and research staff moves from their KHSC email account to their KGHRI email account. Once the KGHRI account is created, you would need to "drag any folders" from your KHSC email account to your KGHRI email account. More instructions will come from KHSC Help Desk once the account has been approved and activated by Veronica Harris-McAllister and KHSC Help Desk.