



Memorandum

To: All TBRHSC & SJCG Staff

From: Help Desk

Date: 12/15/2021

Re: Username and Email Changes

IT has some exciting changes coming!!

Starting in March, we will be introducing an updated username format for new staff and new email address formats for all users. We are required to do this change, as we are short on common usernames, and to make our email addresses look professional.

Username Change: *(New accounts only, existing usernames will NOT be impacted)*
Usernames will be 10 characters long, and include a number.

Email address Change: (All users, new and existing)

You will have the email address that matches your username username@tbh.net and you will have a professional looking outgoing email address that uses your first and last name to create a standard industry email (we call this an email alias) firstname.lastname@tbh.net

Due to these changes, the way your username will show up in our GroupWise address book will need to be updated. Since the alias is automatically created on your given name, names that currently have special characters are required to be removed. Hyphens are the only special character approved. Updating of display names will begin in January 2022. See below chart for examples.

Special Character	Existing Name Display	New Name Display	Notes
Spaces or Underscores	Mary Anne Smith	MaryAnne Smith or Mary-Anne Smith	Users can contact the Help Desk if they prefer to have a hyphen, default will be to remove the space and underscore.
	ResearchEthics_Chair	ResearchEthicsChair	

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Thunder Bay Regional Health Sciences Centre is a leader in Patient and Family Centred Care and a research and teaching hospital proudly affiliated with **Lakehead University, the Northern Ontario School of Medicine and Confederation College.**
Le Centre régional des sciences de la santé de Thunder Bay, un hôpital d'enseignement et de recherche, est reconnu comme un leader dans la prestation de soins et de services aux patients et aux familles et est fier de son affiliation à l'**université Lakehead, à l'École de médecine du Nord de l'Ontario et au collège Confédération.**



Thunder Bay Regional
Health Sciences
Centre



Informatics Department
980 Oliver Road
Thunder Bay, Ontario
Canada P7B 6V4
www.tbrhsc.net
P: (807) 684-6000

Apostrophes	George O'Malley	George OMalley	
Periods	Mark St. Amand	Mark StAmand	
Brackets	James (Jim) Smith Margareta (Maggie) Chen	James Smith Margareta Chen	Commonly used when people have a preferred name, these will be edited on a case by case.
Generic accounts to include organization acronym	SJCG_REO Cardiovascular & Stroke Summit	SJCG REO TBRHSC Cardiovascular-Stroke-Summit	<u>First Name</u> will always be the <i>Corporation</i> , <u>Last Name</u> will be <i>department/purpose/site</i> if required. Generic Account Owners will be individually contacted.

We encourage staff to update their email signatures, as well as, letterhead and business cards to the new alias format when reordering after March 2022.

**If there are any question or concerns please contact our Help desk at 684-6411 or help@tbh.net

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