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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. You must be logged within KHSC's firewalls (on KHSC's intranet) to be able to complete and submit the Computer Access Request Form (CARF): <https://khscnow.kingstonhsc.ca/im/document/3164>.

To complete the form:

- Indicate the reason for computer access by checking off the correct box
- Include your status, name, department, title, and office location
- 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")
- 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) or mirroring
- 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.

(613) 549-6666, ext. 8171 or  
3344

Completed and signed applications are emailed to KHSC IT Access Requests at [KHSCITAccessRequests@kingstonhsc.ca](mailto:KHSCITAccessRequests@kingstonhsc.ca). 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. Please allow 48 hours for processing requests. If applicants do not hear from KHSC IT after a reasonable time (3-5 days after submission), please contact KHSC Help Desk (KHSC-KGH ext. 4357 or [KHSCITAccessRequests@kingstonhsc.ca](mailto:KHSCITAccessRequests@kingstonhsc.ca)) 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 request a KGHRI email domain, please complete the "*Request for KGHRI Email Domain*" form that can be found at this link under "Forms": <http://www.kgh.on.ca/research/researchers-staff-trainees/policies-and-forms>.

Completed and signed applications are emailed directly to Lisa McAvoy ([Lisa.McAvoy@kingstonhsc.ca](mailto:Lisa.McAvoy@kingstonhsc.ca)) 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 Lisa McAvoy and KHSC Help Desk.