



one45 Resource

CREATING NEW USER ACCOUNT(S)

one45 Group Owner Administrators are responsible for creating new Attending, Administrator, Resident or Student accounts based on the needs of their program. In order to create a user account, you must have the “general edit” permission. A list of Group Owner Administrators is located in the contact section on the one45 MedNet page.

If you have a large number of accounts to create, the Educational Administrative System Support Analyst can import a large batch file via excel. Individual account creations can also be requested. Please contact fomeas.support@ubc.ca to inquire.

Guidelines for creating new user accounts:

Administrator

Attending

Student / Resident

Best Practices for creating new user accounts:

- Check for existing accounts in the system prior to creating a new account
- If you find an account that has similar properties (same name, different email or same email, different name), please follow up with the EASSA or the user prior to creating a new account. This will prevent duplicate accounts in the system.
- All accounts must have a First Name, Last Name, and work Email Address.
- All learners must have an alumni email address and MRES/Student #.
- Contact details (phone, address, sex) should not be added to accounts unless approved by user.

Note: Administrators will not be added to your rolodex until you assign them administrative permissions.

Note: Student files are usually imported by the EASSA at the start of Year 1.