

UTHSCSA Graduate Medical Education Policies

Section 5	Information Management	Effective:	June 2003
		Revised:	May 2006 May 2017
Policy 5.1.	Resident Electronic Mail Accounts at UTHSCSA	Responsibility:	Associate Dean for Graduate Medical Education

Resident Electronic Mail Accounts at UTHSCSA

Policy Every resident will be issued a University email address and account at the time s/he begins training in programs sponsored by this institution. As a standing university policy, **only the resident's University email address shall be used for any electronic institutional communications of an official nature.** This policy became effective June 1, 2003.

Program Coordinators will assist incoming residents with the acquisition of a University email address and account. The process for obtaining email and NT accounts for residents is as follows:

- Program coordinator will add necessary demographics to New Innovations to create a new resident record.
- Computing Resources will create an email and NT account for each new record
- Coordinators may retrieve new email address from white pages at <http://directory.uthscsa.edu>.

It is the **resident's responsibility** to access his/her email account with sufficient frequency to receive important messages in a timely fashion.