



# Rancho Los Amigos National Rehabilitation Center

## INFORMATION MANAGEMENT SERVICES

### POLICY AND PROCEDURE

**SUBJECT:** ACCESS TO GROUPWISE/E-MAIL

**Policy No.:** 511  
**Supersedes:**  
**Revision Date:** 7/7/2000  
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#### **PURPOSE:**

To establish the guidelines for requesting access to GroupWise/E-mail.

#### **II. POLICY:**

To obtain access to GroupWise/E-mail a System Access Request form (Attachment A), and an Information Services Requisition (ISR) form (Attachment B) must be submitted to Information Management Services (IMS) and must be approved by the requestor's supervisor.

#### **III. PROCEDURES:**

1. Complete a System Access Request form. Check the appropriate options for Network Access (GroupWise) and for E-Mail.
2. Complete an ISR describing the reason and a brief justification for the request.
3. Submit the completed ISR and the System Access Request form to supervisor for signature.
4. Forward the approved forms to:

Help Desk  
Information Management Services  
Bldg. 100, Basement, Room 12

5. After the forms have been processed, GroupWise and/or E-mail will be installed by Information Management Systems. A password will be provided by the GroupWise / E-mail coordinator and the supervisor will also be notified.
6. The supervisor is to discuss and reinforce the hospital security policies related to use of GroupWise / E-mail for County business only with the employee.

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EFFECTIVE DATE:  
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES