



## ST. JOHN AMBULANCE INTRANET AND E-MAIL SERVER UPDATE

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**DID YOU KNOW** that as a volunteer you can request an e-mail account or intranet access?

National Office provides all volunteers, staff and members of the Order with Information Technology (IT) Services which include email and intranet accounts. Having access to the intranet will allow you access to information pertaining to SJA, including manuals, current newsletter, projects, training information, etc.

### *Application Process*

- To receive an SJA email and/or intranet account, the respective individual must be an active member with SJA, as identified within the national database system called UNITY. Call your Council Office to verify that you are an active member.
- To request an email and/or intranet account, please send an email to [support@sja.ca](mailto:support@sja.ca) requesting an email and intranet account and include in your e-mail your full name, volunteer ID Number or Branch/Council affiliation, and your home phone number. An email and intranet account will be set up for you once your information has been confirmed in UNITY. If your information is not yet in UNITY, you will be advised and requested to contact your Council Office.

Each individual who is granted an SJA email account will automatically be provided with an SJA intranet account.

### *Support*

If you require assistance with intranet or email account usage, please contact [support@sja.ca](mailto:support@sja.ca); OR for web services, such as updates to addresses or links on [www.sja.ca](http://www.sja.ca), please contact [websupport@sja.ca](mailto:websupport@sja.ca).

### *IT Security Requirements and Privacy Disclaimers*

SJA IT Services is a privilege provided to members for the purpose of carrying out the activities of SJA. In this regard, rights to access SJA IT services are only available to active members who comply with the SJA IT Services Policy as outlined in the National Operating Policies and Procedures – Community Services Manual.

As part of the SJA IT Services, users must recognize that electronic correspondence is not inherently private, that messages could be misdirected by a user and/or receiver and that SJA takes no responsibility resulting from the disclosure of private communications occurring over SJA internet or email services. Users must not disclose any passwords or security means and methods adopted by SJA.

Members who use SJA IT services must ensure that personal computers and/or workstations are safeguarded against viruses, malicious code attacks, unauthorized access resulting in theft, and the like by adopting safeguards to ensure the respective computers and/or servers are protected from external threats (viruses, etc.) outside of SJA's control.

To access your email, go to [www.mysja.sja.ca](http://www.mysja.sja.ca) ; and to access the intranet, go to <http://intranet.sja.ca>

# DID YOU KNOW?

AN INFORMATION SHEET FOR ST. JOHN AMBULANCE