

(Attachment for send out)

Dear Doctors,

The one thing we can all agree we need more of is time! In the spirit of exactly this, we are very excited about the adoption of the new **Medical Rotation Evaluation System (One45)** which will allow all concerned to evaluate residents and students during their clinical rotations via the web. MRES gives you the ability to work when and where you need from any computer so that you can manage your hectic schedules and meet deadlines, and will provide you with the training card number required when you bill RAMQ for your clinical teaching.

In order to comply with University's confidentiality policy, use of the MRES requires that all faculty use their McGill email account or one which is accepted for use in order to receive evaluation notifications, and usernames and passwords. Using a McGill approved email will ensure the university can protect you in the event of a breach of information.

Please note that faculty will soon be required to log into the MRES using their McGill Username and password.

McGill Approved Email addresses for evaluation notifications and Username/Password Information are the following:

McGill Approved Email addresses	Not Accepted for use with MRES
@mcgill.ca	@yahoo.com or yahoo.ca
@muhc.mcgill.ca	@sympatico.ca
@mtd.jgh.mcgill.ca	@hotmail.com
@int.jgh.mcgill.ca	@gmail.ca
@her.jgh.mcgill.ca	@videotron.ca
@shriners.mcgill.ca	
@lab.jgh.mcgill.ca	
@ssss.gouv.qc.ca	

Please note than any email addresses which do not include a mcgill.ca extension and/or are private/non-secure email addresses are also **not** accepted for use within MRES for this purpose.

We will also need to obtain your work coordinates. If you have not already done so, we kindly ask that you complete the attached form, sign the bottom and return it to us at your earliest convenience. Your cooperation and prompt response will get you ready to use the system as soon as it becomes available.

Thank you, and please don't hesitate to contact us if you have any questions.



McGill

Please complete and return this form to your Residency Program Teaching Office or the MRES Administrator.

Name: _____

Department: _____

Division: _____

Site: _____

Room # _____

Tel.: (_____) _____

Pager #: _____

Email Address: _____

Signature: _____

**Please ensure to make a copy for your records.*

Using McGill Email

All McGill faculty must use a McGill approved email address to ensure confidentiality and should not reply to confidential McGill emails from an alternate email account. If you do not have any of those which are on the accepted email list above, you can verify if you have an existing McGill email account via your Minerva account: <http://www.mcgill.ca/minerva-faculty-staff/>) and log in with your McGill ID (staff) number and select **Personal Menu > Email Addresses**, or by contacting the **ICS help desk at 514-398-3398**.

You can also obtain your McGill Username and reset your username password via your Minerva account under **Personal Menu >** then select **Password for McGill Username**.

Thank you for your cooperation and please don't hesitate to contact our MRES Administrator, Tamara Lütz at mresone45.med@mcgill.ca or by phone at (514) 398-5227 if you have any questions. If you wish to return this form by fax, please send it to the attention of Tamara Lutz, Fax # (514) 398-3595.