

How to Access e-Mail, e-People, and the Internal Website

All employees have access to the Internal Website, e-Mail, and e-People.

The Internal Website has information and resources for staff, such as Benefits and Payroll information and e-People Resources.

New employees need to use e-People right away to enroll in benefits (within 31 days of employment start date) and enter direct deposit banking information (within 7 days of employment start date). Employees continue to use e-People to view and update their own personal human resource information throughout their career at Alberta Health Services, Calgary and Area.


Additional human resource and e-People support: **HR Support Centre** Ph: [1-877-511-4455](tel:1-877-511-4455), e-Mail: HRSupportCentre@telus.com

1. Getting Started

- You need your Alberta Health Services **User Name** and **password** to log in to your AHS e-Mail account and e-People account.
- New employees obtain their User Name and temporary password from their manager.
- You use the same User Name and password to access the following synchronized services: e-Mail, e-People, employee kiosks at work, and the secure off-site access through my.calgaryhealthregion.ca.

2. Access Options and Logging In

Employees can access the Internal Website, e-Mail, and e-People through a computer at work, an employee kiosk, or from a computer at home through my.calgaryhealthregion.ca.


- ▶ **When using a computer at work**, open an Internet browser, preferably Internet Explorer . Normally computers at work are set up to automatically open the Internal Website (web.calgaryhealthregion.ca). Access e-Mail and e-People by clicking the **e-mail** and **e-People** links found at the top of the Internal Web page.

- ▶ **When using an employee kiosk at work:**

1. Begin by touching the kiosk screen.
2. From the login screen, enter your **User Name** and **Password**.
3. Touch the **Log In** button on the screen.
4. Touch the desired blue link: **Launch e-People**, **Launch Outlook Web Access** (e-Mail), or **Internal Website**.



- ▶ **When using my.calgaryhealthregion.ca at home:**

1. Open an Internet browser, preferably Internet Explorer , from any computer with an Internet connection.
2. In the address (URL) bar, enter my.calgaryhealthregion.ca.
3. Press the **Enter** key on your keyboard.
4. From the login screen, enter your **User Name** and **Password**.
5. Press the **Enter** key on your keyboard or click the **Log In** button.
6. Click the desired blue link: **Launch e-People**, **Launch Outlook Web Access** (e-Mail), or **Internal Website**.

Need Help Logging In? If you have forgotten your password or are locked out call the **IT Help Desk** at **403-310-3111**.

3. Changing Your Password

New employees need to change their temporary password to ensure their information remains secure and confidential. You may change your password as often as you feel is necessary.

- Choose a new password that is easy for you to remember, but not easy for other people to guess. Ensure you keep your password private at all times; do not share your password.
- Passwords are case sensitive. Your password must have at least 6 characters with at least one uppercase character (big letter) and at least one lowercase character (small letter). It may also contain numbers and other symbols.
- For more information about password security, including how to create a stronger password, go to <http://iweb.calgaryhealthregion.ca/supp/it/security/faq/passwordsecurity.htm>.

Directly from the Internal Website:

1. Under Directories / e-mail / Online Tools, click **Messaging Information Centre**.
2. From the Messaging Information Centre page, click **Password Management**.
3. From the Password Management page, click **Change Password**.
4. Follow the directions on the Change Password page.

After logging into the kiosk or my.calgaryhealthregion.ca:

1. Under the Bookmarks section, click **Password Management**.
2. From the Password Management page, click **Change Password**.
3. Follow the directions on the Change Password page.

Use your **new password** the next time you log in to your e-Mail, e-People, or log in to a kiosk or my.calgaryhealthregion.ca.

Remember to log out when you are done! Clicking **Sign Out**, **Exit**, or **Log Out** prevents unauthorized access to your information.