



THE UNIVERSITY  
OF BRITISH COLUMBIA

## *one45 Resource*

### **NEW PROGRAM ADMINISTRATOR MEMO**

Welcome to your new role within the Faculty of Medicine.

You have been identified as a Group Owner administrator in one45.

Please find attached some useful one45 resource documents that will help orient you to this role as well as the one45 system.

1. [one45 Support Process](#)
2. [one45 Administrative Manual](#)
3. [one45 Academic Year roll over cheat sheet](#)
4. [one45 Group Owners Policy](#)

All of these documents, along with other support resources live on the [one45 MedNet Page](#). This is a public site and does not require a CWL Login.

We also encourage you to look at the SUPPORT portal in one45 as this contains many video, online tutorial and document resources on how to use the one45 system.

These online resources should be your primary source of training however once you have familiarized yourself with your program requirements and to the one45 system, please contact the one45 support analyst for your formal training session [fomeas.support@ubc.ca](mailto:fomeas.support@ubc.ca).

*one45 Support Analyst*  
[fomeas.support@ubc.ca](mailto:fomeas.support@ubc.ca)