

From: Carter, Paul
To: [Goudie, Nina](#)
Cc: [Williams, Suzanne](#); [Barry, Jackie](#); [Oliver, Patricia](#); [Callan, Lana](#); [O'Neill, Andrea](#); [Hussey, Cindy](#); [Jarvis, Carolyn](#); [Pendergast, Renee M.](#); [Mullaley, Julia](#)
Subject: RE: Welcome
Date: Monday, August 22, 2016 12:15:19 PM

Thanks Nina.

Working through the move here at NR. Will arrive a little later this afternoon.

Kindest,
Paul

From: Goudie, Nina
Sent: Thursday, August 18, 2016 12:10 PM
To: Carter, Paul
Cc: Williams, Suzanne; Barry, Jackie; Oliver, Patricia; Callan, Lana; O'Neill, Andrea; Hussey, Cindy; Jarvis, Carolyn; Pendergast, Renee M.; Mullaley, Julia
Subject: Welcome

Hi Paul,

Congratulations on your appointment as Executive Director, Muskrat Falls Oversight!

I am touching base regarding your move to Cabinet Secretariat, the transfer of your accounts and the management of records belonging to the Department of Natural Resources (NR).

1. Our office has submitted the OCIO form for setup of your Outlook account and network access for Cabinet Secretariat effective Monday, August 22, 2016. Typically you will initially be able to sign in to your 'old' NR account for a short period of time. As the OCIO work on your setup, you will be asked to log out for a period of time and your GNL account will be unavailable for a short period of time while the OCIO complete the transfer from NR to Cabinet Secretariat.
2. A laptop (including external monitor, mouse and keyboard) will be available to you. If you have any additional equipment requirements please let me know.
3. With regard to print devices, the OCIO will assist with setting up password access to the three (3) secure printers at Cabinet Secretariat. You are required to use a 4-digit PIN for all printing.
4. You will have access to the Cabinet Secretariat Intranet, TRIM database and Document Collaboration Portal (DCP) - SharePoint.
5. E-mail records which relate to your work with NR should not be transferred to your new

position with Cabinet Secretariat. Therefore, please review your current email account, identify any government records that should be filed with NR and transfer those to your supervisor and/or your IM contact (Renee Pendergast).

6. If you have any other departmental records (in paper or on your P:/ drive), please discuss the disposition of these records with your supervisor and/or IM contact.
7. If, due to time limitations to review the records, you require continued access to any records in your current P:\ drive or email account, temporary access extending beyond August 22nd can be arranged by obtaining the written approval of your supervisor or IM contact.
8. Suzanne Williams, Coordinator of General Operations (extension 2253), will make arrangements with T&W for set-up of your cardkey access to Cabinet Secretariat. Suzanne can also help you with questions related to office furniture and supplies. [Please contact the appropriate person in your current department to have your cardkey access to NR discontinued.]
9. Patricia Oliver is the TRIM Administrator, should you have any questions related to the Cabinet Secretariat database.

If you have any IT-related questions or special needs, please contact me at 6628 or Patricia Oliver at 6598. We look forward to working with you.

Thank you.

-Nina

Nina J. Goudie
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