

Memo

To: CONNECTIONS Implementation Coordinators
CONNECTIONS LAN Administrators
From: CONNECTIONS Communications Team
Date: 2/11/2004
Re: CONNECTIONS Build 16.3 Distribution

CONNECTIONS Build 16.3 is scheduled for release the evening of Friday, February 13, 2004. The CONNECTIONS Application will be brought down on Friday evening December 13th beginning at 7:00 PM. In advance of the Build, we recommend that all CONNECTIONS users be logged off the CONNECTIONS Application by 6:45 PM on Friday evening (February 13th). Local staff will **not** be able to access the CONNECTIONS Application between 7:00 PM (February 13, 2004) and 11:00 PM (February 13, 2004). During this time frame, CONNECTIONS downtime procedures will be implemented for the transmission of CPS Reports between the SCR, ECS and local districts. Network Exchange/Outlook e-mail will be available during this time period.

We anticipate the CONNECTIONS Build 16.3 Application being available approximately 11:00 PM, Friday, February 13, 2004.

Please review the sections below regarding steps to take if you experience difficulty accessing the CONNECTIONS Application after Build 16.3 becomes “live” on Friday evening.

Accessing CONNECTIONS Build 16.3

The following information applies to all CONNECTIONS computers (Desktop PCs, laptops and CIABs).

CONNECTIONS users should follow regular log-on procedures. If you try to access the CONNECTIONS Application and you receive a “**version mismatch**” error message, or “**no server found to match request**” error message, you will need to contact the CONNECTIONS Help Desk immediately (1-800-697-1323).

Verification of Distribution

For all CONNECTIONS devices (Desktop PCs, CIABs and laptops); in order to verify that you are working with the Build 16.3 version of CONNECTIONS software, you can determine the version number by performing the following steps:

- From the **Toolbar**, select the **Help** Menu.
- Select the “**About CONNECTIONS**” option. A window will be displayed that contains the following information: **CONNECTIONS Ver 3.0, Build 16.3**. This indicates that you have the proper version.