

~ The CONNECTIONS WEEKLY ~
December 8 ~ 15, 2006



Moving? Need To Know What To Do About Your CONNECTIONS Related PCs, Printers, Etc.?

It appears that there has been a lot of activity recently related to CONNECTIONS equipment moves, and we just wanted to remind you that OCFS must be notified before any State CONNECTIONS equipment is either returned *or* moved. This notification is accomplished via the submission of specific forms to the “comctrup” (comctrup@nysemail.state.ny.us) mailbox. This notification is important for the inventory control of this equipment, as well as our ability to provide support in the event of any equipment failure. The forms that we are referencing are titled as the following:

- CONNECTIONS Moving Form ~ OCFS-4820
- CONNECTIONS Equipment Return Form ~ OCFS 4819
- Other Request Form ~ OCFS 4818

Please note that these three forms are posted to *both* the OCFS intranet, at the following address: <http://ocfs.state.nyenet/admin/forms/it>, as well as the CONNECTIONS intranet, at the following address: <http://ocfs.state.nyenet/connect/projupdt/sys.asp> (under the title *Equipment Change Forms*). We thank you for your cooperation!

What Is a GIS (General Information Message) Message and Where Can I Find Them?

Well, GIS messages are informational bulletins that are drafted by OCFS on a variety of topics, related to impending policy changes or explanations of system changes and, occasionally, there will be a GIS message related to a CONNECTIONS or WMS issue. When the issue is related to these topics it is described in the Weekly, but for future reference, the GIS messages are also filed in Public Folders and can be accessed via the following path: Public Folders > All Public Folders > dfa.state.ny.us > OCFS > TSU > ***Services Systems Reference Documents > GIS (system change notices).

Check Your Mailbox Lately???

In an effort to communicate more efficiently, the Office for Technology recently initiated a project to identify inactive users' mailboxes. The OCFS Division of Information Technology is partnering with OFT around this initiative and has forwarded a letter to agency Executive Directors defining the steps that need to be taken relative to these mailboxes. If you have any questions related to this initiative you can contact Moreen Petrella from OFT at Moreen.Petrella@oft.state.ny.us.

The New Security Web Page on the OCFS Intranet...

The OCFS Information Security Unit is pleased to announce that there is now a Security Page on the *OCFS Intranet Site*. This page is in *addition* to the Security page on the CONNECTIONS website, and is a way to communicate with all OCFS staff on topics related to security. The new page contains information on the following topics:

- Best Practice Guidelines for Passwords and PCs
- CONNECTIONS Step-by-Step Guide: Security (PDF)
- E-mail OCFS Security
- Guidelines for using Electronic Communication for Sharing Case Specific Communication
- OCFS Internet Privacy Policy
- OCFS Telecommunications and Computer Use Policy (PDF)
- Prohibition Against Installing Unauthorized Software
- Security Awareness Guidelines (PDF)
- SPAM Information

You can access the page using the following address:
<http://ocfs.state.nyenet/it/security/>

Just a note, most of the information on the OCFS Security web page is also posted to the CONNECTIONS Security web page; the new page was added as a way of communicating this information to OCFS staff and non-CONNECTIONS users.

New Postings to the CONNECTIONS Intranet...

The following document(s) were recently posted to the CONNECTIONS intranet website:

- The CONNECTIONS Weekly

Weekly System Maintenance...

CONNECTIONS Application Downtime...

- ***Friday, 12/8/06*** from 5:00 AM – 7:00 AM
- ***Wednesday, 12/13/06*** from 5:00 AM – 7:00 AM
- ***Friday 12/15/06*** from 5:00 AM – 7:00 AM